

# Metropolitan Community College

3200 Broadway, Kansas City, MO 64111  
816.604.1100 | [Purchasing.Info@mcckc.edu](mailto:Purchasing.Info@mcckc.edu)

BID NUMBER

**7048**

11/7/14

DATE

## Purchase of Supplies and Services INQUIRY FOR PRICE – NOT AN ORDER

Quotations are requested on the following list of materials, articles or services for delivery to the College or Department designated, subject to the conditions of the inquiry.

1. Submit one copy of proposal in a sealed envelope marked "Quotation on Bid Number (As Shown)" or submit via email to [Purchasing.Info@mcckc.edu](mailto:Purchasing.Info@mcckc.edu).
2. Prices must be stated in units of quantity specified and extended in total column.
3. Proposals, to receive consideration, must be received prior to time designated in this inquiry.
4. The Board of Trustees reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposals as may be deemed to its interest, and to award by item, combination of items or lot.
5. MO SALES AND USE TAX not applicable to any purchase. Exemption certificate furnished as required.
6. Any bid may be withdrawn at any time prior to that specified herein for the opening of bids, but no bid may be withdrawn for a period of sixty (60) days thereafter.
7. Instructions, manufacturer's catalog numbers, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance required, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described and must meet the prescribed specifications as to standard of quality, general design and performance required.
8. Samples must be furnished free of expense as requested, and will, upon request, be returned at the bidder's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
9. Prices quoted, unless otherwise stated by bidder, are to include any packing, crates, containers, etc., necessary to complete delivery as designated herein.
10. It is to be understood the bidder, if awarded an order or contract agrees to protect, defend and save harmless the Board of Trustees from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the Board of Trustees from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or from any of the acts of the contractor, his servants or agents.
11. A 5% preference shall be granted to all firms, corporations, or individuals doing business as a Missouri firm, corporation or individual on all contracts other than new construction, provided the additional cost to the District does not exceed \$500.
12. Information pertaining to any item of this request may be obtained by submitting a request via email to [Purchasing.Info@mcckc.edu](mailto:Purchasing.Info@mcckc.edu).

**Closing Time of Bids: 12:00 PM 11/21/14**

**Diane Pacheco**

Purchasing Manager

Bid request per attached specifications for:

### **Sealed Bid No. 7048 – Print Shop Equipment Service Agreement**

And submitted via email to [Purchasing.Info@mcckc.edu](mailto:Purchasing.Info@mcckc.edu) or addressed to:

**Purchasing Manager**  
Metropolitan Community College  
3200 Broadway  
Kansas City, MO 64111

Prices are to be quoted F.O.B College or Department designated.

Terms: \_\_\_\_ % cash discount if paid within \_\_\_\_ days from delivery and acceptance of goods.

Delivery to destination specified within inquiry, to be completed within \_\_\_\_ days from receipt of order.

Note: Delivery time may be a factor in determining award.

### **THIS CERTIFICATE MUST BE EXECUTED BY BIDDER**

In compliance with the above invitation for bids, and subject to all of the conditions thereof, the undersigned agrees, if this bid be accepted within sixty (60) days, to furnish any or all of the items upon which prices are quoted in accordance with the price for each item.

\_\_\_\_\_  
Printed Name of Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number/Fax Number

Metropolitan Community College (MCC) is looking for a vendor to enter into an agreement on the service of Print Shop Equipment described on the BID FORM (page 7) for a period of approximately 18 months beginning on or about January 1, 2015 through June 30, 2016, with 2 optional 1-year extensions. The College will issue separate purchase orders at the contract price for each year of the agreement. Invoices properly prepared and executed by the supplier are to be sent to: [purchasing.info@mccckc.edu](mailto:purchasing.info@mccckc.edu) with reference to the P.O. number.

The prices will be fixed and cannot be changed. A provision for price increase will be limited to once a year upon the anniversary date of the agreement, to the mutual agreement of both parties and cannot exceed either the rate of inflation or 5%, whichever is lower.

The equipment on the Bid Form includes a variety of manufacturers, age of equipment and use. All items listed are in good to excellent condition at the current time. If bidders wish to view the equipment, make that request by emailing: [purchasing.info@mccckc.edu](mailto:purchasing.info@mccckc.edu) and a time will be set up and communicated.

Our expectations are for a provider to charge parts plus labor to fix issues as they arise. We are open to alternate pricing proposals such as a "per month" charge or 1 inspection/cleaning per year plus labor per hour for repairs, in addition to special pricing on necessary parts. If a piece of equipment is deemed in need of repair, an estimate must be presented to the Print Shop manager before proceeding with repairs.

#### **Agreement will contain:**

- Labor and applicable diagnostic software & operating system software fees where applicable
- Discount pricing on any parts that may need replacement.

#### **Bid respondents must provide:**

- At least two field engineers trained on this equipment in the Kansas City metro area.
- Call back from service technician within 4 hours

**Service location:** 1775 Universal Kansas City, MO 64120

**Service hours:** 7:00am – 5:00pm, Monday through Friday

#### **Questions**

No communication will take place between suppliers and MCC during the Bid process, except in writing. Questions regarding this bid should be emailed to: [purchasing.info@mccckc.edu](mailto:purchasing.info@mccckc.edu). Responses will be shared with all potential vendors who respond to this request via the "Acknowledgement of Receipt". (see page 5 of this document).

#### **Equal Opportunity**

Metropolitan Community College is firmly committed to the policy of equal opportunity in employment to all persons irrespective of race, creed, color, national origin or sex, and will contract only with persons and firms subscribing to such policy. In signing this bid document in connection with furnishing of supplies, equipment or performance of work, the contractor agrees to comply with the Fair Labor Standards Act, Civil Rights Act of 1964 as amended, Executive Order No. 11246, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws, Federal Executive Orders and Municipal Ordinances.

#### **5% Preference**

5% preference shall be granted to all firms, corporations, or individuals doing business as a Missouri firm, corporation, or individual provided the additional cost to the District does not exceed \$500.

**Tobacco Free**

Metropolitan Community College is committed to providing a safe and healthy environment for all students, employees, contractors and visitors. As a result of this commitment, the use of tobacco and tobacco substitute products on all campus premises, leased property and in college-owned vehicles is prohibited. This policy applies to all students, employees, contractors and visitors.

**Minority & Women Business Enterprise Participation**

It is the practice of Metropolitan Community College (MCC) to ensure full and equitable economic opportunities to persons and businesses that compete for business with the College, including Minority and Women Business Enterprises (M/WBEs).

MCC encourages M/WBE participation in contracts for goods and services by firms that are certified. This may either be by the primary supplier/contractor being a certified M/WBE or by the utilization of qualified subcontractors, suppliers, joint ventures or other arrangements that afford meaningful opportunities for M/WBE participation. Work performed by M/WBEs must provide a commercially useful function related to the delivery of the service/product required herein. Second tier participation where suppliers generally provide supplies to a corporation but that are not directly related to this contract does not qualify as meaningful participation. MCC will consider certifications from agencies not located in Missouri for M/WBEs not located in Missouri with the approval of the Director of Purchasing.

M/WBE means a business that is a sole proprietorship, partnership, joint venture or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration.

Bidders must indicate their MBE and WBE participation levels committed to this project on the "M/WBE Participation Form" included in this document. The names and percent participation of each MBE and WBE should also be provided on this form.

The contractor/supplier shall provide annual reports (or more frequently if requested) of the financial participation of M/WBEs. The report shall include the name(s) and address(es) of the certified M/WBEs, products or services provided and the total dollar amount or percentage of utilization. The annual report shall also include, separately, all second tier participation the contractor/supplier may have.

MCC will monitor the contractor/supplier's compliance in meeting the M/WBE participation levels committed to in the awarded proposal. If the contractor/supplier's payments to participating M/WBEs are less than the amount committed to in the contract, MCC may cancel the contract or suspend or debar the contractor/supplier from participating in future contracts.

If a participating M/WBE fails to retain their certification or is unable to satisfactorily perform, the contractor/supplier must obtain other certified M/WBEs to fulfill the M/WBE participation requirements committed to in the awarded proposal. The contractor/supplier must obtain the written approval of the Director of Purchasing for any new M/WBE participants. This approval shall not be arbitrarily withheld. If the contractor/supplier cannot obtain an M/WBE replacement, the contractor/supplier must submit documentation to the Director of Purchasing detailing all efforts made to secure an M/WBE replacement. The Director of Purchasing shall have sole discretion in determining if the actions taken by the contractor/supplier constitute a good faith effort to secure the participation of M/WBEs and whether the contract will be amended to change the M/WBE participation commitment.

## M/WBE PARTICIPATION FORM

If proposing MBE/WBE participation, the contractor/supplier must indicate below the percentage of qualified MBE and WBE participation committed to in relation to the total dollar value of the contract regardless of whether the contractor/supplier is awarded one, some or all of the categories being proposed. Overall, the MBE and WBE participation must not be contingent upon award of a specific category and the contractor/supplier, if awarded a contract, must be able to achieve the stated participation for the resulting contract regardless of the categories awarded or not awarded. The contractor/supplier must be able to achieve participation stated below for the total value of the awarded contract(s). If the contractor/supplier is a qualified MBE and/or WBE, the contractor/supplier may indicate 100% participation.

The contractor/supplier is committed to the following MBE and WBE participation on this bid:

Total MBE Participation	%
2010	1.0
2011	1.0
2012	1.0
2013	1.0
2014	1.0
2015	1.0
2016	1.0
2017	1.0
2018	1.0
2019	1.0
2020	1.0
2021	1.0
2022	1.0
2023	1.0
2024	1.0
2025	1.0
2026	1.0
2027	1.0
2028	1.0
2029	1.0
2030	1.0

Total WBE Participation	%
100%	100%

Complete the following table indicating the firms used to meet the participation levels indicated.

[illegible]

**ACKNOWLEDGEMENT OF RECEIPT****7048 – Print Shop Equipment**

Please fill in the requested information below and return to the Purchasing Department, as acknowledgement that you have received the Request for Proposal noted above. By submitting this form, we will be able to provide notification of any addenda to the Bid.

Metropolitan Community College  
Purchasing Department  
**Email: Purchasing.Info@mccckc.edu**  
Fax: 816-759-1221

Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Yes, our company does have an interest in responding.  
☐ No, our company does NOT have an interest in responding.

Email or fax this form to MCC prior to 4:00 PM on Friday, November 14, 2014.

**BID FORM - Service Agreement - MCC Print Shop Equipment**

Alternate pricing

Machine	S/N	Description	Purchase Date	Manufacture Date	Maintenance cost per MONTH	Inspection/ cleaning cost per YEAR	labor cost for repairs (per hour)	other considerations, such as discount on replacement parts
Canon IPF 8100	AGD00524	Wide Format	May-08	* 2008				
Challenge 305	95553E	Paper Cutter	April-98	* 1995				
Challenge 305	92184D	Paper Cutter	May-10	* 1997				
Standard Horizon	4004	Booklet Maker	April-08					
MBO Folder	J.09/44	Paper Folder	June-95	* 1994				
Shinohara	740570220	Offset Press 4-C	May-09	June-03				
Heidelberg GTO 52	717887	Offset Press 2-C	August-02	June-99				
Hamada 665	HR10410	Small Format Press	April-90	* 1989				
Seal-a-Tron	S1G2096045	Shrink Wrap	April-95	June-94				
Graphic Whizard	2104036	Crease/Score Machine	June-07	* 2007				
Magna Punch	PK0058	Book Bind Machine	October-03	* 2003				
BA Finisher 4300	1208	Wide Format Laminator	April-06	* 2006				
Challenge Drill EH-3A	74618	Paper Drill	May-07					
Bostitch Model #2	27829	Old Stitcher	February-01					
Baum Folder	83-E-093	Table Top Paper Folder						

\* estimated manufacture date