

INVITATION FOR SEALED BID # 0004326 *THIS IS NOT AN ORDER*

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY PURCHASING DEPARTMENT (0333) 270 SOUTHGATE CENTER BLACKSBURG, VA 24061

| | | |
|-----------------------|--------------------------|---|
| DATE April 9, 2008 | BID RETURN DATE AND HOUR | BID OPENING DATE AND HOUR April 21, 2008 3PM |
|-----------------------|--------------------------|---|

BIDDERS ADDRESS

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:
Robert Snuffer
 Buyer Specialist
 E-MAIL ADDRESS: bsnuffer@vt.edu
 TELEPHONE NUMBER (540) 231-5557
 FAX NUMBER (540) 231-9628
 AFTER HOUR MESSAGES (540) 231-6221

COMMODITY: Multifunction Printer/Copiers/See Attached

SPECIAL INSTRUCTIONS

1. **SEALED BID** responses should be returned in the furnished envelope.
2. Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department, see Number 14. "Facsimile Bids" of the attached General Terms and Conditions.
3. Responses must be submitted on this form and the attachment (s) provided.
4. Responses should be signed below.
5. Responses will be received in the Virginia Polytechnic Institute and State University, Purchasing Department (0333), 270 Southgate Center, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
7. **DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.**
8. Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html.docs/bids.html>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
9. **Bidders must take cognizance of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at <http://www.eva.state.va.us/> and submit prices accordingly.**

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT http://www.purch.vt.edu/html.docs/terms/GTC_BID_011008.pdf THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

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|---|------------------|---|--------------------------------------|
| FULL LEGAL NAME (PRINT) <small>(Company name as it appears with your Federal Taxpayer Number)</small> | | FEDERAL TAXPAYER NUMBER (ID#) | DELIVERY DATE |
| BUSINESS NAME/DBA NAME/TA NAME <small>(If different than the Full Legal Name)</small> | | FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small> | |
| BILLING NAME <small>(Company name as it appears on your invoice)</small> | | FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small> | |
| PURCHASE ORDER ADDRESS | | PAYMENT ADDRESS | |
| CONTACT NAME/TITLE (PRINT) | | SIGNATURE (IN INK) | DATE |
| E-MAIL ADDRESS | TELEPHONE NUMBER | TOLL FREE TELEPHONE NUMBER | FAX NUMBER |
| *BUSINESS CLASSIFICATION | | <input type="checkbox"/> LARGE | <input type="checkbox"/> SMALL |
| | | <input type="checkbox"/> MINORITY-OWNED | <input type="checkbox"/> WOMEN-OWNED |
| *Business Classification definitions can be viewed at http://www.purch.vt.edu/html.docs/class.html | | | |

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH)

INVITATION FOR SEALED BID NUMBER 0004326

Multifunction Printer Copiers

I. PURPOSE:

The intent and purpose of this Invitation For Sealed Bid is to establish a purchase order with one qualified source that can provide multifunction printer/copiers for Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at www.eva.state.va.us and complete the Ariba Commerce Services Network registration. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your company conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVAcustomer@dgsvirginia.gov, or call 866-289-7367.

III. SCOPE OF SERVICE:

A. Provide equipment as defined in the price schedule (VI.)

B. Vendor shall provide installation and administrative training for the equipment listed in the price schedule.

C. Vendor shall provide installation, testing operator training, administrative training as a PC driven printer device and copier. Vendor shall also provide any dongles, software, and hardware necessary to connect device to Micro Press, but will not be responsible for connecting Multifunction Printer Copiers to Micro Press. Vendor shall provide current protection devices for electrical connections

IV. METHOD OF PAYMENT:

Virginia Tech shall authorize payment to the contractor after satisfactory delivery of equipment and services as defined in Section III Scope of Service, and receipt of the contractor's invoice.

V. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Accounts Payable
201 Southgate Center
Mail code 0312
Blacksburg, VA 24061

VI. PRICE SCHEDULE: (TO BE COMPLETED BY BIDDER):

Provide the following:

A. Konica Minolta bizhub Pro 920 Multi-function Printer/Copier
-EM-701 Memory upgrade to 512 MB
-FS-509 100 Sheet Stapler/Stacker
-Lu0404 Large Capacity Paper Tray
-PI-501 Post Engine Inserter
-Automatic Document Handler
-PK-505 Punch Kit
Quantity = 1 each Price: \$ _____

B. Konica Minolta bizhub Pro 920 Multi-function Printer/Copier
-EM-701 Memory upgrade to 512 MB
-FS-604 Finisher
-Lu0404 Large Capacity Paper Tray
-PI-501 Post Engine Inserter
-Automatic Document Handler
-PK-505 Punch Kit
Quantity = 1 each Price: \$ _____

C. Freight to Virginia Tech 24061 Price: \$ _____

Total (total of line A, B and C) \$ _____

VII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html.docs/bids.html>.
Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

VIII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

IX. ATTACHMENTS:

Attachment A - Terms and Conditions

ATTACHMENT A

TERMS AND CONDITIONS

Bid General Terms and Conditions

See http://www.purch.vt.edu/html.docs/terms/GTC_BID_011008.pdf

Special Terms and Conditions

1. **AWARD OF CONTRACT:** Virginia Tech will make the award on a grand total price basis to the lowest responsive and responsible bidder. The Virginia Tech Purchasing Department also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of Virginia Tech to be in its best interest.
2. **IDENTIFICATION OF SEALED BID ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and addressed as follows:
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061
Reference the opening date and hour, and Bid Number in the lower left corner of the envelope or package.
If a bid not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope. Bids may be hand delivered to the Virginia Tech Purchasing Department.
3. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.
Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.
4. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.