

Mark A. Steenbergh, Mayor

Purchasing Division
Office of the Controller
29500 Van Dyke Avenue
Warren, Michigan 48093

CITY OF PROGRESS

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City Controller
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ITB-W-7168

INVITATION TO BID

May 27, 2005

SEALED BID PROPOSALS FOR **COPYING SERVICES** FOR THE CITY OF WARREN ARE BEING ACCEPTED.

SEALED BIDS MUST BE DELIVERED TO THE DIVISION OF PURCHASING, CITY OF WARREN, 29500 VAN DYKE, WARREN, MI 48093, ON OR BEFORE 12:30 PM, WEDNESDAY, JUNE 15, 2005. BIDS RECEIVED AFTER 12:30 PM OF THE DATE THEY ARE DUE WILL NOT BE ACCEPTED OR WILL BE MARKED LATE, AND RETAINED UNOPENED.

BIDS WILL BE TRANSPORTED OVER TO THE WARREN COMMUNITY CENTER CITY COUNCIL AUDITORIUM 5460 ARDEN, WARREN, MI, 48093 AFTER THE PURCHASING DEPARTMENT HAS REGISTERED AND SORTED THE BIDS. THEY WILL BE OPENED AT 1:00 PM.

THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE BUYER. UNLESS OTHERWISE SPECIFIED, THERE IS NO RESTRICTION ON THE NUMBER OF ITEMS THAT MAY BE ORDERED.

BID DOCUMENTS MUST BE OBTAINED BY REGISTERING FOR THE MITN SYSTEM AS FOLLOWS: GO TO www.govbids.com SELECT The Michigan MITN System, SELECT VENDOR REGISTRATION AT THE TOP OF THE PAGE. CHECK OUT THE VENDOR REGISTRATION OPTIONS THAT ARE AVAILABLE TO YOU, AND THEN SELECT VENDOR REGISTRATION AT THE BOTTOM OF THE PAGE TO REGISTER. BID TABULATIONS WILL BE POSTED ON MITN.

THE CITY OF WARREN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS AND TO WAIVE ANY AND ALL IRREGULARITIES OR SPLIT AWARD BY ITEMS UNLESS OTHERWISE STIPULATED AND TO ACCEPT THE BID WHICH WILL BEST SERVE ITS INTEREST.

ADDITIONAL INFORMATION REGARDING THIS BID OR ANY QUESTIONS CAN BE ANSWERED BY CONTACTING THE CITY OF WARREN PURCHASING DIVISION AT rguzi@cityofwarren.org.

Sincerely,

**RECOMMENDED REGISTRATION CODES FOR MITN SEE PAGE
96618 - Copying Services (Reproduction)**

Ronald Guzi
Purchasing Agent

NUMBER OF COPIES	BASIC COPY SERVICES	COST PER COPY	COST PER M	TOTAL COST
450,000	8 1/2" x 11" (letter) and			\$ -
67,205	8 1/2" x 14" (legal) originals.			\$ -
23,000	Continuous feed COMPUTER SHEETS			\$ -
90,000	NCR copier paper 8-1/2 x 11 (200-1000 sheets per order)			\$ -
2,000	Index 90 lb			\$ -
2,000	Index 110 lb			\$ -
2,500	100 lb enamel			\$ -
2,000	70 lb enamel			\$ -
1,000	Color Copies			\$ -
500	36" x 24"			\$ -
NUMBER OF COPIES IN THOUSANDS	ADDITIONAL COPY SERVICES		COST PER M	
200	Cutting and Padding 50/sheet or 50/form			\$ -
10	Two (2) or three (3) hole drilling			\$ -
10	Hand collating			\$ -
250	GBC PUNCHING COMBS INSERTED (city to supply)			\$ -
100	GBC PUNCHING ONLY			\$ -
10	cost for typesetting ONE FULL PAGE			\$ -
	Automatic Collating and stapling (including slip sheets) when reque	INCLUDED		
TOTAL				\$ -

SIGNATURE OF AUTHORIZED REPRESENTATIVE

BID PROPOSAL FORM

The undersigned proposes to furnish the following services to the City of Warren in accordance with the specifications and parameters to be considered an integral part of this proposal, at the following prices:

PROPOSAL:

ESTIMATED TOTAL \$ _____

The undersigned has carefully checked the bid figures and understands that he shall be responsible for any error of omission in this bid offer and is in receipt of all addenda as issued.

Signature of _____ **DATE** _____
Authorized Company Representative

(Print name of Signature) COMPANY NAME _____

ADDRESS CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

WARRANTY (If Applicable) BID PAYMENT TERMS

EXCEPTIONS: Where an exception to any specification is taken, such exception shall be clearly indicated below and along with the specifications attached hereto, shall be considered an integral part of this bid proposal.

IMPORTANT: All City of Warren purchases require a **MATERIAL SAFETY DATA SHEET** where applicable, in Compliance with the "MIOSHA "Right to know" law.

IT IS MANDATORY OF ALL BIDDERS TO RETURN THIS SHEET FULLY COMPLETED INCLUDING SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE WITH THEIR SEALED BID.

MINIMUM SPECIFICATIONS TO FURNISH COPYING SERVICES

PURPOSE:

It is the intent of the City of Warren, Office of the City Controller to solicit sealed bids for the procurement of copying services. The following minimum specifications must be met by all bidders for consideration by the City to grant an award of bid.

COPYING SERVICE REQUIREMENTS:

- At minimum, morning daily pickup/delivery (9:00 am) at the City of Warren Purchasing Division Office, 29500 Van Dyke, Warren, Michigan, 48093.
- Pickup/Delivery is done once a day preferably in the morning around 9:00 AM with occasional twice a day service when requested on an infrequent basis.
- Both one and two sided originals.
- 8 1/2" x 11" (letter), 8 1/2" x 14" (legal) originals, and continuous feed
- NCR 2, 3, 4, and 5 part to be priced. Price on a per copy basis. Number of sheets to range between 200 and 1000
- Enamel, 70, and 100 lb when necessary
- Index 90 lb and 110 lb
- Hand collating as required.
- Automated Collating and Stapling and slip sheeting included when requested.
- Padding when requested
- Three (3) hole drilling when requested.
- White 20 lb, 83 - 85 brightness, hi-speed, premium xerographic bond stock only.
- Occasional color stock - 20 lb hi-speed premium xerographic bond.
- Annual copy volume estimated at 450,000 copies per year .
- Quantities are not guaranteed and may vary significantly from day to day.
- Eighty percent of total copying at least ten copies made from one original.
- Explicit instructions supplied with each copying request indicating number of originals, paper size, color, number of copies, collating, stapling, etc...
- When completed and returned each job shall be clearly identified with same information provided at time of pickup.

COPY AND COPIED FORMS TURNAROUND TIME:

- twenty-four (24) to forty-eight (48) hour turnaround of standard copy paper, copying requests.
- Three (3) to five (5) days turnaround of NCR, index, enamel, color copies and other requests
- Three day additional turnaround for page layout requests, when requested.
- Other service cutting, padding, hand collating, and hole drilling to add one extra day to the process.
- GBC punching to add 2 additional days to the request.
- 36 X 24 copies to be completed and returned within 5 working days

PAYMENT:

The awarded bidder will be paid on the basis of invoices for each department submitted bi-weekly to the Purchasing Division Office. The invoice shall reference the department purchase order for which work was performed. Payment will be made within 30 days of receipt of said invoice.

LENGTH OF CONTRACT:

Two years with option to renew for an additional two year term at the same prices, terms, and conditions.

The City of Warren reserves the right to cancellation of this contract for cause which will include failure to perform services as indicated on Page 3 of the bid form.

BID REQUIREMENTS:

The bid price shall include all labor, transportation, equipment and materials necessary to furnish copying services as specified herein.

These specifications are minimum requirements and while bidders may note where their proposed service equals or exceeds these requirements, any bidder not meeting minimum specifications shall be rejected in consideration for an award of bid.

AWARD CLAUSE:

The evaluation factors and award of the proposals shall be based upon a combination of factors, including but not limited to bid price, adherence to specifications, references and any other factors that may be in the City of Warren's best interest. The City reserves the right to reject low proposals that have major deviations from our specifications, and to accept a higher proposal that has only minor deviations. The City will award this project to the respondent it deems to best serve the overall interest of the City, and reserves the right to accept or reject any or all proposals received as a result of this bid.

Authorized signature for _____
Award Clause

PRICE CLAUSE:

The City of Warren requests that prices be held firm for 60 days or proposal award, whichever comes first, except for the successful bidder whose proposal pricing shall be held firm for the entire length of the contract which shall be for a two year period beginning July 1, 2005 and ending June 30, 2007, with an option to extend for an additional two year period, at the same prices terms and conditions through mutual consent of both parties

Authorized signature for _____
Price Clause

ESTIMATED QUANTITIES CLAUSE:

Quantities for this bid are estimated and may increase or decrease substantially over time. Copying needs may be seasonal or may change based upon the forms that are required by departments. The City takes no responsibility for these increases or decreases.

Authorized signature for _____
Estimated Quantities Clause

REFERENCES

List at least three (3) references, preferably municipal governments which have recently had projects of comparable scope, design, and complexity completed by your company.

1. CLIENT: _____
ADDRESS: _____
PHONE: _____ CONTACT PERSON: _____
DESCRIPTION OF IMPLEMENTATION: _____

2. CLIENT: _____
ADDRESS: _____
PHONE: _____ CONTACT PERSON: _____
DESCRIPTION OF IMPLEMENTATION: _____

3. CLIENT: _____
ADDRESS: _____
PHONE: _____ CONTACT PERSON: _____
DESCRIPTION OF IMPLEMENTATION: _____

GENERAL CONDITIONS

Bids and all information requested of the vendor shall be entered in the appropriate space on the enclosed form and signature page. Failure to do so may disqualify your offer.

Bids must be submitted by the date specified and at or prior to the time specified to be considered. Late bids, e-mail, telegraphic, or telephone bids will **NOT** be accepted.

Submit bids with a label on the **outside of the envelope stating VENDORS NAME, COMMODITY OR SERVICE AND BID NUMBER.**

An authorized officer or employee of the bidder shall sign all bids.

Vendor **changes or alterations to the bid documents including the specification may result in the bid being considered non-responsive** and/or the bidder being debarred. The only authorized vendor changes will be in the areas provided for the bidder's response including the "Exceptions" section of the bid proposal and on separate attached sheets provided by the vendor and clearly identified. If a change or alteration to the bid document is undetected, and the bidder is awarded the contract, the original terms, conditions, and specification in the authorized version of the bid document will be applicable during the terms of the contract.

Corrections and/or modifications received after the closing time specified will not be accepted.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

Time of delivery may be a consideration in the award.

All prices will be bid F.O.B. DESTINATION, INCLUDE ALL DELIVERY AND ANY ADDITIONAL CHARGES and remain in effect for at least 60 days unless otherwise specified.

Brand names and numbers, when used, are for reference to indicate the character or quality desired, unless specifically stated "No Substitutes".

Alternate items of the same quality will be considered, provided your offer clearly describes the article. Offers for alternate items shall state the brand and number, or level or quality. When the bidder does not state brand, or level of quality, it is understood the offer is exactly as specified.

Sample of articles, when required, shall be furnished free of cost, of any sort, to the City of Warren. Samples of articles selected may be retained for future comparison. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the vendor's expense.

If vendor **supplies tangible products only** to the City of Warren, **taxes** should **not** be included in your bid as the City of Warren is tax exempt.

The City's normal payment terms are 30 days in connection with cash discounts specified with this bid. Time will be computed from the date of complete delivery of supplies or equipment as specified, or from the date correct invoices are received in the Office of the City Controller, if the latter is later than the date of delivery. Prices will be considered as net if no cash discount is shown.

IMPORTANT: All City of Warren purchases require a **MATERIAL SAFETY DATA SHEET** where applicable, in compliance with the "MIOSHA "Right to know" law.

THE ABOVE GENERAL CONDITIONS ARE CONSIDERED IN FORCE UNLESS SPECIFICALLY ADDRESSED IN ANOTHER SECTION OF THE BID DOCUMENT.

CHECK LIST FOR BIDDERS**MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.**

- _____ Is your bid **PROPERLY SIGNED** on the **AUTHORIZED REPRESENTATIVE** portion of the **BID FORM, AND ALL CLAUSES AS INCLUDED IN THE BID DOCUMENT?**
- _____ If required, have you entered a unit price for each bid item?
- _____ If requested, have you entered the unit price? (Unit Price governs)
- _____ Is the envelope containing your bid properly identified that it is a sealed bid with Bid number and does it contain the correct project name and bid opening date?
- _____ Late bids will **NOT** be considered. **Bids must be received by the Purchasing Division before 12:30 P.M., Wednesday, on the date specified.**