



**INVITATION TO BID**

- (1) The City of Romulus, Michigan is seeking bids from qualified vendors for the above item/items.
- (2) Qualified individuals and firms wishing to submit bids ***must use the forms provided by the City.*** Bid forms and specifications may be obtained by visiting the City's web site, [www.Romulusgov.com](http://www.Romulusgov.com) to access the MITN system.
- (3) Bids must be submitted in sealed envelopes and returned to the **City Clerk's Office** no later than 3:00 PM, Wednesday, September 22, 2010. At approximately 3:15, local time all timely received bids are to be publicly opened and read.

***BID ENVELOPES MUST BE ADDRESSED:***

**CITY OF ROMULUS CLERK'S OFFICE  
BID 10/11-05 - LARGE FORMAT COLOR PRINTER, SCANNER, COPIER  
11111 Wayne Road,  
Romulus, Michigan 48174**

- (4) The City reserves the right to reject all bids and proposals and to waive technicalities.
- (5) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Agent, by calling (734) 955-4568 or by emailing [lconway@ci.romulus.mi.us](mailto:lconway@ci.romulus.mi.us)

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## **INSTRUCTIONS TO BIDDERS**

**BID DEADLINE:** In order for a bid to receive consideration, it must be received prior to the specified time of opening as indicated in the invitation to bid form. No bid will be accepted after the time specified for bid opening. The City reserves the right to postpone the bid opening for its own convenience. Any and all bids submitted must be on the Authorized Version of the bid documents furnished by the City of Romulus; failure to do so will be considered as an alternate offer and may be cause for rejection. Bids are considered received when in the possession of the City Clerk's office. It is the bidder's responsibility to ensure that bids are received on time and in the proper office.

**THE BIDDER SHALL COMPLETELY FILL IN ALL BLANKS IN THE BID PACKAGE IN INK OR BY TYPEWRITER.** Any corrections made to pricing submitted in bid documents should be initialed and dated. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The City of Romulus will accept no changes made to the Authorized Version of the bid documents by any vendor except in those areas provided for a bidder's response, including the "Exceptions and Pricing" sections of the bid documents. If any changes or alterations are made by the Vendor to the documents which are undetected by the City and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract.

**CHANGE OF SPECIFICATION:** Vendors may request clarifications or additional information to the specifications provided if requests are presented to Lynn Conway, Purchasing Agent no later than five business days prior to the scheduled opening date of the bids. If in the opinion of the City, and for sufficient reason, clarification to specifications are necessary and a change in specifications is found desirable, the City will post any and all addendum on the MITN system and postpone the bid opening date, if necessary. It is the sole responsibility of the Bidder to obtain any Addendum or posted changes to the Authorized Version of the Bid documents. All such changes shall be posted on the MITN System. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications, or additions made by the City of Romulus to the Authorized Version of the bid document, shall be bound by the Authorized Version of the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of changes, modification or additions made by the City of Romulus to the Authorized Version made by the City of the bid, and the Vendor fails to accept the bid award, the City of Romulus shall recover from such Vendor costs and expenses to re-bid the item.

**WITHDRAWAL:** No bid can be withdrawn for 60 days from its opening date. Bidders may reduce this period if he states so in his bid; however, the bidder runs the risk of being declared non-responsive to the specifications.

**FAILURE TO COMPLY:** For failure to deliver or perform in accord with the accepted bid, the City may consider the contractor in default and take steps to protect the City's interest. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the contractor or his surety.

**DELIVERY:** F.O.B. City of Romulus, Michigan, designated location, freight prepaid.

**ERRORS OR OMISSIONS:** Bidders are not under any circumstances, permitted to take advantage of any errors or omissions in specifications. Full instructions will be given should they be called to the City's Purchasing Agent's attention not less than five business days before the bids are due

**REQUESTS FOR PRE-BID CONFERENCES:** Requests for pre-bid conferences must be submitted in writing to the City's Purchasing Agent. Requests must be received not less than ten (10) calendar days prior to the scheduled bid opening. In the event the Purchasing Agent approves a request, notice of said pre-bid conference will be posted on the MITN system. Any changes in specifications resulting from a pre-bid conference will be issued as an addendum and shall be posted on the MITN system.

**CONTRACT EXTENSIONS:** *All contract terms are subject to extension and/or renewal, upon mutual written agreement of the parties.*

**BID PRICE:** All bids shall specify terms and show delivery dates. Unless otherwise provided in the specifications, all prices quoted shall be firm for a 12-month period, commencing with the date of the award of the bid. Pricing must include all materials, labor, incidentals and expenses including but not limited to delivery costs, training, all required insurance/s, bonds, site cleanup and all other incidentals required for the completion and performance of the work under the contract as outlined in the bid documents

**AWARD:** *THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. THE CITY RESERVES THE RIGHT TO WAIVE TECHNICALITIES!* Bids will be awarded to the lowest qualified and responsible bidder/Company or in a manner deemed by the City to be in the best interest of the City of Romulus. The City may exercise its right to weight bids based on factors deemed, in the City's sole discretion, to be in the City's best interests. **LOWEST RESPONSIBLE BIDDER IS ONE WHO, IN THE SOLE DISCRETION OF THE CITY:**

- Submits no restrictions or qualifications beyond those permitted in the bid request
- Has the skill, quality and ability to conscientiously, faithfully and promptly fulfill the contract to its letter and spirit
- Has integrity, judgment, reputation and experience
- Has sound financial resources as well as the ability to furnish any and all bonding and insurance documents required
- Is able to comply with all terms and conditions stipulated in the bid requests
- Can show the intent and ability to cooperate efficiently and effectively with all Government departments involved in the contractual purchase or service
- Has the knowledge of applicable existing laws and ordinances of the City of Romulus necessary to provide smooth and efficient relations
- Has unquestionable ability to provide maintenance and service on the contractual items purchased

**EQUIPMENT:** Bidder shall bear the risk of loss or damage and must carry property damage and liability insurance covering material and carriage until delivery to the City and/or acceptance by the City. All equipment shall be new and based upon the general requirements of the equipment as listed in the specification section of the bid documents unless as otherwise specified in the bid documents. The cost of inspections or tests and handling of goods to meet specifications will be borne by the Bidder unless as in the case of City of Romulus inspection fees listed in the specifications as fees waived.

**NON-DISCRIMINATION CLAUSE:** By signing and submitting this bid for consideration of an award by the City of Romulus, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract. When required by the funding body (indicated in bid specifications) applicants shall not only observe the provisions of the Davis-Bacon Act, but the letter and spirit of the just compensation standards for all wage earners. (City of Romulus Resolution #92-315)

The City of Romulus is exempt from all Sales Tax - Tax ID 38-6006334. Do not include such taxes in the proposal figure. The City will furnish the successful bidder(s) with tax exemption certificates when requested.

**INDEMNIFICATION:** To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Romulus, its consultants, agents, elected officials, appointed commissioners, volunteers and employees from and against all claims for losses demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the City of Romulus, its consultants, agents, elected officials, appointed commissioners, volunteers and employees or others working on behalf of the City of Romulus, resulting by reason of liability that may occur during the performance of this contract because of bodily injury, including death and/or property damage, including loss of use thereof or in consequence of the performance of this work.

## CITY OF ROMULUS

### BID 10/11-05, LARGE FORMAT COLOR PRINTER, SCANNER, COPIER

The City of Romulus Department of Public works is seeking bids from qualified vendors for the acquisition of one (1) 44" wide, color, multi-function printer, scanner copier for large-format and production environments.

The specifications are based upon the HP Designjet T1120 HD-MFP. These specifications are not intended to be exclusionary but shall establish the minimum standards by which all items bid shall be compared.

ALTERNATES: Companies submitting alternates must include any and all manufactures literature available and a list of a minimum of three references where the printer bid is being used.

<b>SPECIFICATIONS</b>				
ITEM	DESCRIPTION	Complies (check one)		Variance
		Yes	No	
Quality	Optical Resolution: 508dpi			
	Scanning Resolution: up to 9600 dpi			
	CCD Scanning technology			
Speed	Scanning: 2 ips color, 6 ips mono			
	Printing: D-size line drawings in 35 seconds on plain media (fast economode)			
Multifunction	Copying: multiples copies, enlarge, reduce, tile and next, advances color adjustment option with real time preview, network copying			
	Scanning: scan to file, CD/DVD, PDF, TIFF, JPEG, CALS, DWF formats, scan accounting, scan to USB, CD/DVD, Hard Disk			
	Printing: clear, crisp lines and photo-quality images			
Memory	Scanning: 1 GB/40 GB hard drive			
	Printing: 384 MB/80 GB hard drive			
Connectivity	Languages: Adobe PostScript 3, HP-GL/2, HP RTL, TIFF, JPEG, PDF, CALS G4, HP PCL 3 GUI			
	Interfaces: 1 GB Ethernet, USB 2.0, HP Jetdirect accessory slot			
Ink/Printing Materials	6 inks: 3 color (CMY), three- black (matte & photo black, light gray)			
	HP Vivera inks			
	Pigmented black, dye based color, gray & photo black			
	Technology papers and films, bond and coated papers, photographic paper, plus select durable and specialty printing materials			
Details	Includes printer, scanner, stand, 15-inch touch screen controller with CD writer and keyboard, scan/copy/print software			
Warranty & Service	One Year Next Day Onsite Warranty			
	Professional installation available			
	Installation options, warranty extensions available			

**\*\*Any Company bidding a product other than per bid specification must indicate this, and list all variations from the bid specifications, where allowed**

**QUESTIONS CONCERNING THE ABOVE SPECIFICATONS SHOULD BE DIRECTED TO, LYNN CONWAY, PURCHASING AGENT AT 734-955-4568 ONLY! NO CONTACT SHOULD BE MADE WITH ANY OTHER DEPARTMENT OR CITY EMPLOYEE CONCERNING ANY OF THE ATTACHED BID DOCUMENTS!**

**BID PRICING SHEET  
CITY OF ROMULUS**

**BID 10/11-05 - LARGE FORMAT COLOR PRINTER, SCANNER, COPIER**

Make and Model of Printer Bid:	
*Unit Cost	\$
*Cost of delivery/installation	\$
One year on Site/next day warranty	\$
*Warranty Information	
One year on Site/next day warranty extension	\$
*Indicate Exceptions or Variations from Bid specifications	
Terms:	
Indicate here the number of calendar days required ARO for delivery of product FOB the City of Romulus Department of Public works, 12700 Wayne Road, Romulus MI 48174?	

***Items bid meet or exceed all specifications as in the bid package unless variations are listed above. Alternate bids must be accompanied by any available Manufacturers literature and available for demonstration to the requesting department.***

*Name:	
*Title:	
Signature:	
*Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	

**\*PLEASE PRINT OR TYPE ENTRIES!!!**

# **BIDDER CERTIFICATION**

**THE BIDDER HEREBY CERTIFIES THAT:**

(1) The undersigned, \_\_\_\_\_  
whose address is : \_\_\_\_\_  
hereinafter called the "Bidder or Contractor", ***has read and understands:***

- **Request to Receive Bids**
- **Instructions to Bidders**
- **Specifications**
- **Bid Pricing Sheet**

- (2) The Bidder understands that it is the intention of the City to award the bid to the Bidder or Bidders determined in the sole discretion of the City as being the lowest qualified Bidder or Bidders, having regard for fitness and capacity to furnish the quality of materials and workmanship which will best meet the requirement of the City, provided however, that the right to reject any or all bids is expressly reserved by the City. The City may exercise its right at its sole discretion to weight bids based on factors deemed, in the City's sole discretion, to be in the City's best interests.
- (3) The Bidder hereby offers and proposes to furnish all materials, equipment, labor and services necessary, in accordance with the above understandings, for the amount indicated on the Bid Pricing sheet /s (D).
- (4) The prices quoted herein constitute the gross total cost to the City of Romulus for all units or work involved in the respective items, and that these costs includes all taxes, insurances, royalties, transportation charges, use of all tools and equipment, supervision, bond and overhead expense, all profits, and all other work, services and conditions necessarily involved in the work done and materials furnished, in accordance with the requirements of the contract documents considered severally and collectively.
- (6) Unit prices contained in the Proposal are neither directly or indirectly the result of any agreement with anyone, and that the Bidder has not by himself or through others had any secret understanding with anyone with respect to any provisions contained in this Proposal.
- (7) The bidder represents that it has ***not***:
- a. Provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity
  - b. Retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business
- (8) Unit pricing shall be as bid for the twelve-month period following the date of the award of the Bid unless otherwise stated in the bid.
- (9) **NO CONTACT HAS BEEN MADE WITH ANY CITY EMPLOYEE, FOR THE PURPOSE OF EXPLANATION OF ANY OF THE BID DOCUMENTS, WITH THE EXCEPTION OF LYNN CONWAY, CITY PURCHASING AGENT.**
- (10) It is understood that, (when required by the bid), the Bidder must be familiar with and be in compliance with all requirements of Federal, State and Local laws as they relate to Equal Opportunity and Affirmative Action as well as wage standards under the Davis-Bacon Act

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

**I hereby affirm, by signing my name below, that I am familiar with the bidding company and that the Individual signing this bid is personally known to me and can sign on behalf of the company that is submitting the attached bid documents.**

Attest: \_\_\_\_\_  
Association and/or Title: \_\_\_\_\_

**ALL BLANKS IN THIS DOCUMENT MUST BE COMPLETELY FILLED IN OR THE BID WILL NOT BE CONSIDERED FOR AWARD BY THIS DEPARTMENT!!**

**STATEMENT OF NO BID  
CITY OF ROMULUS**

**BID NUMBER:** 10/11-05

**TITLE:** LARGE FORMAT COLOR PRINTER, SCANNER, COPIER

**Please Send or Fax To:**

City of Romulus  
Lynn Conway, Purchasing Agent  
11111 Wayne Road  
Romulus, MI 48174

FAX NUMBER: (734) 941-3296

We, the undersigned, have declined to bid on the subject bid for the following reasons:

<b>Check All That Apply</b>	<b>REASON</b>
<input type="checkbox"/>	Our company does not handle the type of product / service
<input type="checkbox"/>	We cannot meet the specifications nor provide an approved alternate – please explain below
<input type="checkbox"/>	Our company is not interested in bidding at this time
<input type="checkbox"/>	Job is too small
<input type="checkbox"/>	Job is too large
<input type="checkbox"/>	Cannot be competitive
<input type="checkbox"/>	Liability Issues such as insurance, bonding, indemnification, hold harmless
<input type="checkbox"/>	Insufficient time to respond – please explain below
<input type="checkbox"/>	Our company's schedule would not permit performance of the specifications
<input type="checkbox"/>	Other – describe below

**REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPANY INFORMATION:**

*Name:	
*Title:	
Signature of Authorized REP:	
*Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	

**IMPORTANT NOTE:** To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.