

Invitation to Bid

20150603-03 HIGH SPEED DUPLICATOR

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150603-03 HIGH SPEED DUPLICATOR until 10:00 a.m. CDT June 3, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact the Purchasing Supervisor. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **10:00 A.M. Local Time JUNE 3, 2015** for **20150603-03 HIGH SPEED DUPLICATOR**, at which time the responses will be opened, taken under advisement and evaluated. **BIDS WILL BE POSTED ON www.sumnerschools.org**

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20150603-03 HIGH SPEED DUPLICATOR** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20150603-03 HIGH SPEED DUPLICATOR
DEADLINE: JUNE 3, 2015 @ 10:00 A.M.
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20150603-03 HIGH SPEED DUPLICATOR** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

20150603-03 HIGH SPEED DUPLICATOR

The Sumner County Board of Education, herein known as "School System", is soliciting bids for the lease of high speed duplicators. The contract shall be valid beginning July 1, 2015 thru June 30, 2016. The contract shall include the option to extend for an additional three, one-year extensions.

The contract shall be utilized by the entire district which includes twenty four (24) Elementary Schools, eleven (11) Middle Schools, seven (7) High Schools, three (3) Specialty Schools, and four (4) Administrative Locations. The vendor shall allow for additional locations to be added at the bid price.

SPECIFIC INFORMATION

Digital Duplicator with stand

130 copies per minute

__ seconds first copy speed

Glass platen

__ x __ dpi scanning resolution

Image area __ x __

1000 Sheet paper feed

User codes

BRAND & MODEL OF DUPLICATOR _____

WARRANTY _____

COST OF MAINTENANCE AGREEMENT 1ST YEAR \$ _____

COST OF MAINTENANCE AGREEMENT 2ND YEAR THROUGH 5TH YEAR \$ _____

COST PER COPY INCLUDING INK & MASTER FOR 30 COPY RUN \$ _____

COST FOR UNIT OF INK \$ _____ NUMBER OF COPIES PER UNIT _____

COST OF MASTER ROLL \$ _____ NUMBER OF MASTERS ON ROLL _____

COST OF DUPLICATOR W/STAND _____

Please note any other upgrade options if available including pricing:

Note:

11 X17 inch printing _____

Computer Connectivity _____

Network Connectivity _____

Variable Data Printing RIP _____

Other Model Options ie: Full color:

Full Color High Speed Duplicator _____

90+ PPM speed _____

Network Ready _____

Finisher _____

Stapling _____

Offset Stacking _____

Duplexing _____

Print Area 8 1/4" x 21 7/16" _____

Scanning with auto-document Feeder _____

1000 Sheet Paper Feed _____

Brand & Model _____ \$ _____

Warranty _____

Supply Pricing _____

Maintenance Pricing _____

Will you sell to other Govt. agencies including School Districts at these prices? _____

Is your company an authorized dealer for the products you bid? _____

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20150603-03 HIGH SPEED DUPLICATOR

DEADLINE JUNE 3, 2015

BID GOOD THRU _____

NOTES: _____

