



## Robertson County Tennessee

*Jody Stewart, Finance Director*

*Finance Department*

523 South Brown Street, Springfield, TN 37172

(615) 384-0202 Fax (615) 384-0237

MAIL DATE: 7/27/2015

### Copy Machine Lease - Used Equipment

Sealed bids must be received by: **8/11/2015 at 10:00 AM**

Robertson County Finance Office

523 South Brown Street

Springfield, TN 37172

**THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1305 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."**

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Please enclose a stamped, self addressed envelope to receive a completed bid tabulation form. Any brand name called for the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Cheryl Moon, Purchasing, Finance at (615)384-0202. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: [cherylrcf@comcast.net](mailto:cherylrcf@comcast.net).

**Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.**

**BID SCHEDULE: #1305**

Robertson County is accepting sealed bids for the following:

**2015 COPY MACHINE LEASE - USED EQUIPMENT**

Please base your bid on the following & attached specifications:

All copy machines shall be in "like new" condition, not more than three years old nor discontinued models.

Contract shall begin October 1, 2015 and expire September 30, 2016. This contract may auto-renew annually two (2) times for up to, but not to exceed a total of three (3) consecutive years. Either party may cancel this contract with a 60 day written notice.

Cost shall be fixed for the duration of the contract period and any renewal periods. No increase in base rate, rate per machine or rate per copy allowed. No cost of living increase or fuel surcharges will be permitted.

A single monthly combined invoice shall be provided for all units covered under this contract and shall be billed at the contracted rate per copy X contracted copies / 12.

Vendor shall include and provide device specific, cumulative print tracking for the entire fleet and provide software access to customer's lease administrator.

Cost shall include full maintenance on all machines and all supplies excluding paper & staples.

On-site service to be provided within four (4) hours of request during working hours: Monday through Friday between 8:30 AM to 4:30 PM.

Vendor agrees to keep all machines in excellent condition and replace any machine that no longer provides excellent service or requires repeat service calls for the same issue.

Robertson County shall be able to add/ exchange or delete any machine with an adjustment to the monthly payment within the contract period. Each addition shall also include an increase in the base blank & white copies allotted.

Vendor will be responsible for installation, connectivity and training.

Any overages, less maintenance copies, shall be calculated and billed annually.

Bid will be awarded to one (1) vendor.

Brand must be specified on all machines.

If not serviced by vendor, indicate service contract company and contact information:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please submit a bid based on the thirty-four (34) attached minimum copier specifications and the Total Estimated Annual Quantity.**

Copy Type	Estimated Annual Quantity	Base Rate		Overage Rate	
Black & White	1,830,000		Per Copy		Per Copy
Color	34,000		Per Copy		Per Copy

Authorized Signature, Title (Owner/ Corporate Officer) \_\_\_\_\_

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

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

NON-COLLUSION AFFIDAVIT TO ACCOMPANY BID

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

Date\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature, Title (Owner/ Corporate Officer)

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

Company Name\_\_\_\_\_

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

Telephone No.\_\_\_\_\_ Fax No.\_\_\_\_\_