

**INVITATION FOR QUOTES**

**CITY OF CONROE QUOTE # 090723**

**HP PLOTTER FOR ENGINEERING**



**CITY OF CONROE  
P.O. BOX 3066  
CONROE, TEXAS 77305**

**RESPONSES DUE 9/7/23 BY 2:00 PM**

**CITY OF CONROE PURCHASING DEPARTMENT**



**CITY OF CONROE  
PURCHASING DEPARTMENT  
REQUEST FOR QUOTES**

All quotes shall be submitted electronically through Vendor Registry or e-mailed to Stacy Kelemen, [skelemen@cityofconroe.org](mailto:skelemen@cityofconroe.org) Phone 936-522-3100

Date: 8/21/23

Bids will be received until: 2:00 P.M. on 9/7/23

For: Conroe Engineering Department

Vehicles to be delivered FOB to Conroe Texas as per the required delivery schedule

ITEM NO.	QTY.	DESCRIPTION	TOTAL	SPECIFIED DELIVERY
1	1	HP Pagewide XL 4200 40" MFP 2 RL W/ Top Stacker,	\$	
2	1	Install and Training	\$	
3		CSA on New Pagewide \$_____ Per Month + \$_____ per square foot for 0-10% coverage + \$_____ per square foot for 11-50% coverage + \$_____ per square foot for 51-100% coverage		
4		The City has a HPT7100 for trade in. Does your plan allow for a trade in discount YES_____ NO _____ If yes, what is the trade in Discount? - \$ _____		
Are you able to meet the Delivery Schedule? Yes_____ No _____			Total Bid	\$

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

Describe your contract agreement for the HP Printer:

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**CITY OF CONROE  
PURCHASING DEPARTMENT  
REQUEST FOR SEALED BIDS**

**INSTRUCTIONS TO PROPOSER - - - - -PLEASE READ CAREFULLY**

1. The City of Conroe, Tax No. 74-6000-555 is exempt from all Federal Excise Taxes. Do not include tax in your bid price or invoice. Taxable items must be so designated, and the City will supply contractor with Tax Exemption Certificate, properly executed. Prices should be itemized.
2. The City of Conroe will pay for articles or services purchased under this bid within thirty (30) days after due and proper delivery or performance of service is made and accompanied by an invoice.
3. This purchasing contract is subject to the attached **Purchasing Terms and General Conditions**.
4. In case of discrepancy between the unit price and the extension price, the unit price will be taken.
5. **ALL PROPOSALS MUST BE SIGNED BY HAND.**

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The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made: \_\_\_\_\_

Names of Business: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## CITY OF CONROE

1. **Preparation of Bids:**

Submit quotes electronically through Vendor Registry or to **Stacy Kelemen in Engineering, skelemen@cityofconroe.org.with the heading of "Quote # 090723 HP Plotter for Engineering"**. Prepare bids in accordance with the requirements of the specifications, and any instructions on the Bid Sheet.

2. **Questions and Inquiries:**

Ask all questions through Vendor Registry

3. **Submission of Bids:**

Responses received later than the due date will not be accepted, and returned unopened.

Due Date: September 7, 2023 @ 2:00 PM

Physical:

**Stacy Kelemen, Administrative Specialist Coordinator**  
**700 Metcalf Street Conroe Texas 77301**  
**skelemen@cityofconroe.org 936-522-3100 phone**

4. **Bid Evaluation and Award, Term:**

Award will be based on best value and vendors will be ranked according to the criteria set forth in the quote. In the event that the selected bidder fails to enter into agreement to provide the goods or services which are the subject of this invitation the City retains the right to award the bid to the next qualified bidder.

5. **Reservations:**

All Bids and associated materials received with your response will become the property of the City of Conroe and will be returned at the discretion of the City.

The Laws of the State of Texas, County of Montgomery, and the City of Conroe, with any Rules and Regulations issued, prevail with regard to any contract documents, possible terms and conditions, arbitration or litigation.

6. **Owner:**

The City reserves the right to award parts of bids, reject any or all bids and to waive technical irregularities in bidding. Contract award will be made on the basis of the lowest qualified responsible bidder or the bidder who provides the goods and services at the best value for the City, considering the evaluation selection criteria below. No bid may be withdrawn before 90 days after submittal.

***Best Value Selection Criteria:***

- a) Purchase price. 60 Pts.
- b) Best delivery. 30 Pts.

7. **Bidders:**

Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No oral explanation or interpretation other than written addendum issued by the City will be considered official or binding. All such addendums shall become part of the contract documents and all bidders shall be bound by such addenda, whether or not received by the bidders.

8. **Communications:**

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation with regard to their response to this invitation.

9. **Substitutions:**

Where services or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance, and to establish an equal basis for the evaluation of bids. In preparing his bid, each bidder is expected to include in his base bid the cost of the items so specified.

10. **Default:**

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

11. **References:**

The City of Conroe may request bidders to supply, with this Invitation to Bid, a list of at least five (5) references where like services have been supplied by their firm. Include name of firm, contact person, address, telephone number and e-mail address.

12. **Delivery of Bids:**

It is the bidder's responsibility to deliver his proposal at the proper time to the proper place. The fact that a proposal was dispatched will not be considered. The bidder must have the proposal actually delivered before the time set and the start of opening of the bids. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

13. **Corrections:**

Erasures or other corrections in the proposal must be noted over with the proposer's initials.

**14. Materials and Services:**

The Bidder warrants that goods, materials or services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications and warranties, which apply to items in the bid.

**15. Equal Employment Opportunity:**

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

**16. Price of Materials and Sales Tax:**

Prices for all goods or services shall remain firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. Any price not shown on the bid sheet will not be honored by invoice. No price changes, additions or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten. Transportation, freight or other charges are to be prepaid by the bidder and included in the bid price. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder must indicate both items required and attendant cost or forfeit the right to payment. Invoices must be submitted by the vendor in duplicate to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe TX 77305.

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

**17. Indemnification:**

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

**18. Conditions of Conduct:**

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

STANDARD PURCHASING TERMS AND GENERAL CONDITONS

**19. Does Not Apply to this Quote: Ethical Standard: THESE FORMS MUST BE COMPLETED WITH YOUR BID RESPONSE**

No City official or employee shall have interest in any contract resulting from this bid. Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

Refer to "Project Number and Title" on the 1295 form. Example forms are included with this Bid.

- 1295 certificate of Interested Parties (Must be completed on the Texas Ethics Commission Website electronically)
- Conflict of Interest Questionnaire
- HB 89 Verification Form
- SB 19 Verification Form
- SB13 Verification Form
- SB 252 Verification Form – Enter your company name and bid title, Purchasing will validate the form.

The forms stated above MUST be returned as part of your Bid response. Failure to include these forms may result in your Bid being considered unresponsive and therefor disqualified. Sample copies of these forms are included in the Bid. The web address to the Texas Ethics Commission website with instructions is listed below:

(Sample Forms are attached)

([https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm))

**20. Alternate Bid Items:**

No alternate bids or bid items will be considered unless they are specifically requested by the bid.

**21. Unit Prices:**

The unit price of each of the bid items in the bid proposal shall include it pro-rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to the condition may be rejected. The unit prices will be used to determine the amount of any change orders resulting from an increase or decrease in quantities.

**22. Payment:**

Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

**23. Proposal Agreements and Certification:**

**The Undersigned Agrees That:**

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.

**STANDARD PURCHASING TERMS AND GENERAL CONDITONS**

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- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

**By my signature below I agree to comply with all the provisions, terms and conditions pertaining to this Bid.**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name of Authorized Agent – Printed)

\_\_\_\_\_  
(Street Address / P.O. Box)

\_\_\_\_\_  
(Authorized Agent Signature)

\_\_\_\_\_  
(City / State / Zip Code)

\_\_\_\_\_  
(Date)

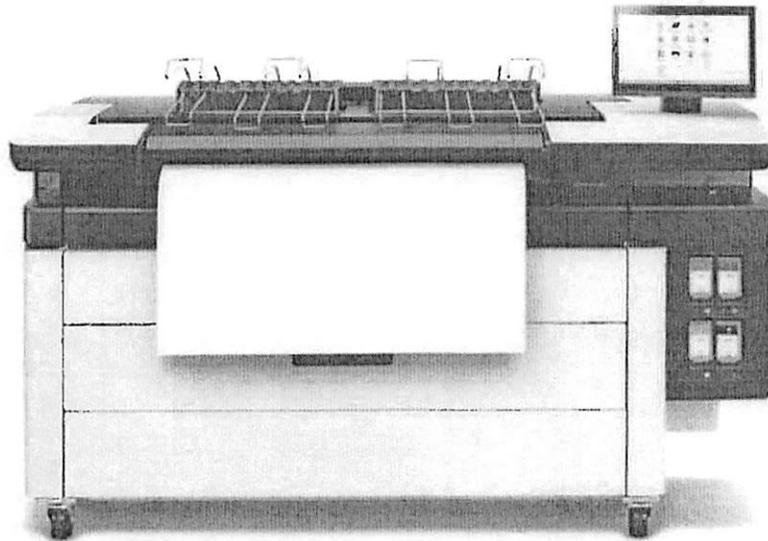
\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(E-Mail Address)



# HP PageWide XL 4200 40-in Multifunction Printer with Top Stacker

Fast, seamless printing experience with the ultimate security<sup>1</sup>



## Fast mono and color print, keep cost under control

- Don't waste time waiting on prints—high-productivity monochrome and color speeds up to 10 D/A1 pages/min.<sup>2</sup>
- Excellent technical prints with HP PageWide XL pigment inks—vivid color, crisp lines, fine detail beat LED.<sup>3</sup>
- Save with low running costs in mono and color<sup>4</sup> and with up to 10 times lower energy consumption.<sup>5</sup>
- Eco-Carton replaces plastic cartridge—80% reduction in plastic and 66% CO<sub>2</sub>e reduction<sup>6</sup>, free take back.<sup>7</sup>

## Enhanced print/scan/copy for extreme simplicity<sup>8</sup>

- Easy printing and workflow efficiency with HP Click, HP SmartStream software; HP SmartTracker cost control.
- The market's largest 15-inch touchscreen<sup>9</sup> makes it easy to operate from the front and the back.
- Scan on the fly, gain agile digitalization with live scan preview and contextual post-edit capabilities.<sup>8</sup>
- Easy collaboration—access personal/network group folders at touchscreen; print, save, and share right away.

## World's most secure large-format printer<sup>1</sup>

- Best network protection with HP Connection Inspector dynamic security, HP Secure Boot, and Whitelisting.<sup>1</sup>
- Keep your fleet secure and set security preferences—any time—with HP Jet Advantage Security Manager software.
- Control who accesses the printer and its confidential documents with secure user authentication.

For more information, please visit <http://www.hp.com/go/pagewidexl4200>

Dynamic security enabled printer. Only intended to be used with cartridges using an HP original chip. Cartridges using a non-HP chip may not work, and those that work today may not work in the future. More at: <http://www.hp.com/go/learnaboutsups>

<sup>1</sup> Based on comparison of published security specifications commissioned by HP and performed by Sogeti in September, 2020. Comparison of the HP PageWide XL portfolio and competitors that represent the majority market share of LED and UV-gel printers worldwide as of 2019 according to IDC. Comparison matrix and further details available upon request.

<sup>2</sup> The HP PageWide XL 4200 Printer series delivers 10 CAD output D/A1 prints in 1 minute. Number of pages will vary depending on the print mode and application printed.

<sup>3</sup> Based on testing commissioned by HP and performed by Sogeti in September, 2020. Fine detail based on the number of line breaks found in 1.5 mm of line. On vertical 1 px CMYK lines. Printed on Océ 75 g plain paper using equivalent fast/high-speed print modes. For output produced with an HP PageWide XL 8200 Printer and comparable printers from different manufacturers and that represent the majority market share of LED and UV-gel printers worldwide as of 2019 according to IDC.

<sup>4</sup> Calculation based on total cost of ownership comparison of comparable competitive printer, considering average printhead life. Results show maintenance costs reduced by 50% when printing technical drawings. Analysis period of 5 years and assuming a production of 10763.91 H<sup>2</sup>/month with a printing category distribution of: 80% lines, 20% high-density images. Testing commissioned by HP and performed by Sogeti in September, 2020.

<sup>5</sup> Based on tests performed internally by HP based on ISO 20690 and performed in September, 2020. Comparable printers using LED technology based on LED printers capable of printing 4-6 D/A1 pages per minute and which represent the majority market share of mid-volume LED printers in the US and Europe according to IDC as of October, 2020.

<sup>6</sup> Based on 1-liter cartridge, figures might be slightly different for 500-ml cartridge. CO<sub>2</sub>e reduction based on moving from plastic ink cartridge to cardboard HP Eco-Carton ink cartridge, with annual manufacturing savings of 36 tons and transport savings of 1 ton. Equivalent to 147,755 km (91,811 miles) driven by an average passenger vehicle or 4,718,692 million smartphones charged.

<sup>7</sup> For take-back of ink bag/printheads/prints, visit <http://www.hp.com/recycle> to see how to participate and for HP Planet Partners program availability; program may not be available in your jurisdiction. Where this program is not available and for other consumables not included in the program, consult your local waste authorities on appropriate disposal.

<sup>8</sup> Multifunction capabilities are available on the HP PageWide XL 4200 Multifunction Printer only.

<sup>9</sup> Based on comparison of published front panel specifications commissioned by HP and performed by Sogeti in September, 2020. Comparison of the HP PageWide XL portfolio and competitors that represent the majority market share of LED and UV-gel printers worldwide as of 2019 according to IDC.