

TOM GREEN COUNTY, TEXAS

REQUEST FOR BID CONTRACT FOR LEASE OF COPIER EQUIPMENT RFB 21-011



Prepared By:

Tom Green County Auditor
113 West Beauregard
San Angelo, Texas 76903
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Release Date: 3/30/2021

Due Date: 4/30/2021

RFB# 21-011

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INTRODUCTION

Bids are being accepted for 21-011, Contract for Lease of Copier Equipment. This RFB is provided by Tom Green County (the County) for the purpose of soliciting bids from prospective vendor(s) to provide lease and maintenance of digital copiers to the County.

These are the only approved instructions for use on your bid. Items contained herein apply to and become a part of Terms and Conditions of the bid. Any exceptions thereto must be in writing.

The contractor shall furnish all labor, equipment and materials in order to fulfill the obligations of this contract.

Tom Green County reserves the right to reject any bid which: fails to meet the mandatory requirements as stated; does not comply with the specification requirements of the RFB; or exceeds budgetary expectations.

Issue RFB:	March 30, 2021
Written inquiries must be received by:	April 9, 2021
Responses to inquiries by:	April 23, 2021
Bids due:	April 30, 2021

Please be sure to submit all required forms and documentation.

Questions concerning this RFB should be directed in writing to **Tom Green County Auditor's Office, Michelle Ferguson**. Email to purchasing@co.tom-green.tx.us

*Any catalog, brand name or manufacturer's reference used in a bid invitation is descriptive-NOT restrictive-it is used only to indicate type and quality desired. Bids on brand of like nature and quality will be considered. If the bid is based on other than the reference specifications, the bid must show the manufacturer, brand or trade name, lot number, etc., of the article offered. If other than the brands(s) specified is offered, illustrations and complete descriptions should be made part of the bid. If the bidder takes no exception to specifications or reference data, bidder will be required to furnish brand names, numbers, etc. as specified.

PRODUCT / PROJECT DETAILS

The scope of services requested in this RFB includes the items listed below:

Tom Green County is requesting bids for the lease to include preventative and routine maintenance and repair of photocopiers in the low, mid and high volume categories. The County has specified volume ranges, as indicated on the Bid Form(s). The copy volumes and number of machines indicated on the Bid Form(s) are indicative of the County's current needs. The actual number of machines requested may change from year to year. The estimated pooled number of copies is 245,000 black and white copies per month.

All equipment specifications listed are minimum requirements. The copy speeds represent the minimum copy and print speeds output. Unless otherwise specified, each copier, at minimum, will have capabilities of enlargement/reduction, document feed, two-sided copying (duplexing), color scan, scan to e-mail, networking capabilities to include printing and scanning, online finisher/stapler and sorter. All equipment must have adequate memory and storage components to meet the demands of each machine and include all licenses to function as specified.

Bidders should include a list of brand names, specifications, manufacture's part number associated with each item and any other relevant product details.

SPECIFICATIONS

Requirements:

1. Literature and/or brochures on the brand name and model of photocopier(s) bid.
2. Demonstrations of equipment bid must be provided upon request at no cost to the County.
3. Training on new equipment must be made within twenty-four (24) hours of installation.
4. Machines bid must be equipped with copy meters.
5. **Total lease cost bid must include all charges for freight, inside delivery, installation, set-up, training and all supplies except paper.** Successful bidders shall uncrate, fully assemble each unit and remove all cartons, packing material, etc. from County property. Delivery will be F.O.B. the department/office locations of the County.

6. Maintenance and service must be supplied locally, in San Angelo, with a maximum response time of four (4) hours from the time the vendor is contacted during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. Central Standard Time. The bidder should include all costs associated with emergency, other than normal business hours, calls for maintenance and service and supplies. Maintenance and service must be performed by authorized manufacturer's representatives. Comparable copiers and accessories shall be provided by the vendor, without cost to the County, when copier maintenance or service repair exceeds eight (8) business hours from the time of contact by the County.
7. Full service maintenance shall include replacement of all unserviceable parts, and preventative maintenance based upon the specific needs of the equipment which includes cleaning, lubrication, and necessary adjustments. All parts and labor will be covered by the Full Service Maintenance Agreement. Maintenance agreements must be from the date specified in master contract until termination of the contract.
8. Vendor will provide preventative maintenance as indicated by the manufacturer's suggested preventative maintenance schedule. All parts and labor, travel, supplies and consumables, excluding paper, are to be INCLUDED in the Maintenance Agreement. All parts must be OEM.
9. Vendor certifications to lease and perform maintenance for specific manufacturers should be submitted with the bid documents.
10. Downtime will be the cumulative time each month a copier is not fully operational. Each occurrence of downtime begins from the time a service call is placed by the County until the time the copier becomes fully operable and is making acceptable copies, as determined by the County. Uptime is defined as the time that the copier is fully operable and is making acceptable copies, as determined by the County. Downtime includes the time period copier is operative.
11. Bidder must be prepared to guarantee a 95% uptime per machine (not an overall average).
12. All copiers bid shall be on dry toner process and able to copy on plain bond paper and also on County letterhead.
13. All equipment must be NEW. Remanufactured or refurbished equipment will not be acceptable.
14. If equipment has not been delivered within the time specified, Vendor shall supply temporary equipment until the arrival of the machine that has been ordered.
15. Some copiers will be connected to the County network. The equipment must have scan to email, scan to folder, etc., and include printing capabilities. Successful bidder will coordinate through County Procurement and IT staff. The IT department requires a two week notice prior to arrival of equipment.

Networking options must be available for all equipment bid and be non-proprietary equipment. The County's main operating system includes the following:

- a. Microsoft Active Directory
 - b. TCP/IP Protocol
 - c. Ethernet
 - d. Category 5E and 6 cable plant
16. The County buildings will not accommodate electrical requirements of more than 120 volts.
17. The County reserves the right to delete or add items to the contract depending on changes in technology, new items and manufacturer upgrades.
18. If your company provides online services, include detailed instruction on how to use the services provided.
19. Successful bidder must assign an inside Customer Service Representative that will be dedicated to serving the County. This employee will serve as a focal point for all service related issues involving, but not limited to, delivery status, problem solving, and invoicing issues.
20. There will be a copy (meter) reading at the beginning of the service and at the end of each month.
21. Meter count must be able to be accessed remotely via local server.
22. Pooled meter clicks will be shared between the copiers on the contract.
23. Invoicing should be submitted monthly. A breakdown per unit including number of copies, overages, unit location and total cost should be included on invoice. Overages will be billed after receiving the final monthly copy count.
24. Vendor will move equipment at no charge to the County.
25. Upon termination of contract, vendor will remove equipment at no additional charge to the County within ten (10) days.
26. Removal of equipment from a site:
Any device with a hard drive must have the capability to securely erase data written to the hard disk during the course of a copy, print, fax, scan or any other operation by destroying the hard disk before any and all equipment that is transferred or removed from a site, for any reason (including repair), without cost to the County.
27. Additional Fees and Charges:

- a. Include supplementary fees or charges.
- b. Include any and all additional fees that relate to the end of the lease, copier return and restocking of equipment.
- c. Include fees or charges to destroy the hard drive or erase data stored on all equipment.
- d. Include miscellaneous charges and fees such as administration, insurance, taxes etc.

28. Criminal Background Check:

Certain County departments may require vendor personnel to enter sensitive security areas. These include, but are not limited to, Tom Green County Sheriff's Department, Tom Green County Courts, Tom Green County District Attorney's Offices, and Tom Green County Information Technology Department. If vendor personnel is to enter such a location the following could apply:

- a. The vendor will provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on County property.
- b. Vendor personnel who perform work on County property must submit to and pass a Sheriff's Department criminal background check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- c. Criminal background checks conducted by vendor may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional criminal background checks as it deems necessary.
- d. Award of a contract could be affected by bidder's refusal to agree to these terms. Award could also be affected if bidder is unable to supply personnel who can pass a criminal background check.

Note: The criminal background check applies to the individual and not the Company.

REQUEST FOR BID

1. **BID SUBMISSION**

The bidder is expected to thoroughly examine the specifications and all instructions contained in this RFB.

PROVIDE ONE (1) ORIGINAL AND TWO (2) COPIES OF YOUR BID (EACH SIGNED IN INK AND SEALED IN A MARKED ENVELOPE) TO:

TOM GREEN COUNTY AUDITOR

113 WEST BEAUREGARD

SAN ANGELO, TEXAS 76903-5887

325-659-6500

Sealed BIDs shall be received no later than:

2:00 p.m. Thursday, April 30, 2021

And will be publicly opened in the County Auditor's Conference Room located on the second floor of the Judge Edd B. and Frances Frink Keyes Building at 113 W. Beauregard Ave., San Angelo, Texas at 2:05 p.m.

MARK THE OUTSIDE OF EACH ENVELOPE:

"RFB # 21-011"

In the event that Tom Green County Offices are officially closed on a bid opening day, bids will be received until 2:00 p.m. on the next business day, at which time the bids will be publicly opened.

If offeror does not wish to submit an offer at this time, but desires to remain on the list for this service, please submit a "NO OFFER" by the same time and at the same location as stated above. If response is not received for three consecutive RFBs, offeror may be removed from list. If however, you choose to "NO OFFER" this service and wish to remain on list for other services, please state the particular service under which you wish to be classified.

Tom Green County is very conscious and extremely appreciative of the time and effort you expend to submit an offer. We would appreciate you indicating on any "NO OFFER"

response, the requirements of this RFB which may have influenced your decision to “NO OFFER”.

2. LATE BIDS

Bids received after submission deadline shall be considered void and unacceptable and will be returned unopened to the bidder. Bidder should allow sufficient mailing time to ensure the timely receipt of their bid or bids. Submissions may also be hand delivered prior to deadline. Tom Green County is not responsible for lateness of mail, carrier, etc., and time/date recorded by the County Auditor’s Office shall be the official time of receipt.

3. ALTERING BIDS

Any interlineations, alteration, or erasure made to the bid must be initialed by the signer of the bid prior to receiving time, guaranteeing authenticity.

4. WITHDRAWAL OF BID

A bid may not be withdrawn or cancelled by the offeror for a period of ninety (90) days following the date designated for the receipt of bid, without prior approval by the Commissioners Court based on a written acceptable reason. Offeror so agrees upon submittal of their bid.

5. BID OPENING

Bids will be received and publicly acknowledged at the location, date, and time stated above. Offerors, their representatives and interested persons may be present. Bids shall be received and acknowledged only so as to avoid disclosure of the contents to competing offerors and kept secret during the negotiation/evaluation process.

NOTE: All Bids shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the BID so identified by offeror as such.

6. AWARD OF BIDS

Award will be made lump sum. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award to the lowest responsible bidder, as determined to be in the best interest of Tom Green County. Tom Green County reserves the right to award by item or by total bid. Prices should be itemized. Receipt of any bid shall under no circumstances obligate Tom Green County to accept the lowest bid.

LOWEST AND BEST BID – All bids will be awarded to the lowest and best bidder. The determination of the lowest and best bid by the Commissioners Court may involve all or some of the following factors: price, conformity to specifications, financial responsibility to

meet the contract, previous performance, facilities and equipment, availability of repair parts, response to service needs, experience, delivery promise, terms of payment, compatibility as required, other cost, and other objectives and accountable factors.

7. FORMATION OF CONTRACT

A response to this solicitation is an offer to contract with Tom Green County based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation shall become a contract when awarded by the Tom Green County Commissioners Court and a purchase order or notice of award is mailed or otherwise furnished to the successful bidder. Formal Contract to follow.

8. CONTRACT TERM

Contract will be for a period of sixty (60) months.

9. REFERENCES

Offeror shall supply with this bid a list of at least three (3) references where like services and products are provided in the public sector. Include name of entity, address, telephone number and name of representative. **Note:** See Exhibit A – Vendor Reference Form.

10. INSURANCE

The contractor shall provide Worker's Compensation coverage. The contractor shall provide Comprehensive General (Public) Liability Insurance of \$1,000,000 (combined single limit for bodily injury and property damage) to include (but not limited to) premises/operation, independent contractors, personal injury, products/completed operations and contractual liability. Comprehensive Automobile Liability Insurance for owned and leased vehicles, non-owned vehicles or hired cars shall be provided in the minimum amount of \$1,000,000 (combined single limit for bodily injury and property damage.) **The contractor shall provide the County with certificates of insurance evidencing the required insurances *within 10 calendar days of the Notice of Award*.** The contractor further agrees that with respect to the above required insurances, the County shall be named as an additional insured as its interest may appear; be provided with a waiver of subrogation; and be provided with thirty (30) days advance notice in writing, of cancellation or material change.

11. TERMINATION

The obligation to provide further service under the terms of the resulting agreement may be terminated by the either party upon sixty (60) days written notice. Tom Green County reserves the right to terminate upon breach of contract as allowed by law.

12. SEVERABILITY

If any part of this bid is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.

13. DUTY OF VENDOR

In order for bids to be compared on an identical basis, it is necessary that all portions of the document, including requests for specific information about services, reference forms and general information regarding the vendor be completed and adhered to.

14. PERFORMANCE OF CONTRACT

The contractor shall perform all work in a superior workmanlike manner and products shall be delivered in the condition requested, to the satisfaction of the Tom Green County Commissioners Court or designated representatives.

All items proposed shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in the bid. Verbal agreements to the contrary will not be recognized. All materials and services shall be subject to County's approval. Unsatisfactory material will be returned at Seller's expense.

Tom Green County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of resulting contract award.

15. CAVEAT

Although every effort has been made to provide accurate and up-to-date information, companies interested in supplying bids should contact the County Auditor with any questions you may have (see "Introduction").

16. VARIATION IN QUANTITY

The County assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

17. NON-EXCLUSIVE CONTRACT

It is expressly understood and agreed that in case Tom Green County should need any item(s) not available from the successful vendor during the term of this contract within the time frame requested, Tom Green County reserves the right to purchase these items from other than the successful vendor. This shall not be in violation of any terms or conditions of this contract. Further, Tom Green County reserves the right to purchase from or seek another vendor if, at any time, the vendor's prices do not conform to public pricing.

18. REQUIREMENTS OF SPECIFICATIONS

Each offeror shall be held to have examined the requirements of the RFB under consideration and confirm he fully understands the RFB and the County's needs and satisfies himself that he is cognizant of all factors relating to requirements contained in the RFB.

19. SILENCE OF SPECIFICATIONS

The apparent silence of the RFB as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the RFB shall be made on the basis of this statement.

20. CONFLICT OF INTEREST

No public official shall have interest in a contract, which results from this RFB, in accordance with Vernon's Texas Codes Annotated Local Government Code Title 5, Subtitled C, Chapter 171.

21. CONFIDENTIALITY

All information disclosed by Tom Green County to successful offeror for the purpose of the work to be done or information that comes to the attention of the successful offeror during the course of performing such work is to be kept strictly confidential.

22. ADDENDA

Only questions regarding clarification of instructions may be handled verbally. Any interpretations, corrections or changes to this RFB will be made by addenda. Sole issuing authority of addenda shall be vested in the Tom Green County Auditor. Any addendum will be sent via email to those companies known to be in possession of the bid document. Bidders are responsible for ensuring that a correct email address is listed in the County's vendor database and may email purchasing@co.tom-green.tx.us to update this information or to specifically request copies of any addenda issued. It is the responsibility of the Bidder to ensure that all addenda are received and included with their submission. Failure to submit all signed addenda may result in bid being considered non-responsive.

23. CHANGE ORDERS

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing.

24. ASSIGNMENT

The successful offeror shall not sell, assign, transfer or convey any contract resulting from this RFB, in whole or in part, without the prior written consent of the Tom Green County Commissioners Court.

25. VENUE

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Tom Green County, Texas.

26. SUBMITTAL OF CONFIDENTIAL MATERIAL

Any BID material that is to be considered as confidential in nature must be clearly marked as such by the proposer and will be treated as confidential by Tom Green County.

27. MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE OFFERORS

A prospective offeror must affirmatively demonstrate their responsibility and ability to meet the following requirements:

1. Has adequate financial resources, or the ability to obtain such resources as required;
2. Have a satisfactory record of performance;
3. Have a satisfactory record of integrity and ethics;
4. Be otherwise qualified and eligible to receive an award.

Tom Green County may request representation and other information sufficient to determine the offeror's ability to meet these minimum standards listed above.

28. INDEMNIFICATION

By entering into this contract, the successful bidder agrees to defend, indemnify and hold harmless Tom Green County and all its officers, agents, and employees from all suits, causes of actions, or other claims of any character, name and description brought for or on account of any injuries of damages received or sustained by any person, persons, or property on account of any breach, negligent act or fault of the successful offeror, or of any agent, employee, subcontractor, invitee or supplier in the execution of, or performance under, any contract which may result from BID award. Successful offeror shall pay judgments with costs, including attorney fees, expenses and costs of court, which may be obtained against Tom Green County growing out of such injury or damages.

29. WARRANTY

The Vendor shall not limit or exclude any express, written, or implied warranties and any attempt to do so shall render this contract voidable at the option of Tom Green County. The bidder warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the bid invitation, and to the sample(s) furnished by the bidder, if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.

SAFETY WARRANTY: The vendor warrants that the product sold to the County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or replacement at the vendor's expense. In the event the vendor fails to make the appropriate correction within a reasonable time, the correction made by the County will be at the vendor's expense.

30. SALES TAX

Tom Green County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the BID price shall not include such taxes.

31. DELIVERY

Bid cost shall be F.O.B. Destination. If otherwise, show the exact cost to deliver by unit price, extend and show total. Actual costs will be based on quantities delivered.

If a delay is foreseen, the contractor shall give written notice to the County Auditor. The County has the right to extend the delivery date if the reason(s) appear valid. The Contractor must keep the County advised at all times on the order status. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge full increase in cost and handling to the defaulting contractor.

32. TITLE AND RISK OF LOSS

The title and risk of loss of goods shall not pass to the County until the County actually receives and takes possession of the goods at the point or points of delivery.

33. DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the highest standards of engineering practices and professional services.

34. PATENTS/COPYRIGHTS

The successful offeror agrees to protect Tom Green County from claims involving infringements of patents and/or copyrights.

35. INVOICES AND POINT OF CONTACT AFTER RFB IS AWARDED

Invoices shall be mailed directly to:

Dianna Spieker
Tom Green County Treasurer
113 W. Beauregard
San Angelo, Texas 76903

The invoices shall show:

1. Name and address of successful offeror;
2. Detailed breakdown of all charges for the services or products delivered stating any applicable period of time

36. PAYMENT

Payment will be made upon receipt and acceptance by the County of all completed services and/or products ordered and receipt of a valid invoice, in accordance with the Texas Government Code, Chapter 2251. Successful offeror is required to pay subcontractors within ten (10) days.

37. FUNDING

Funds for payment have been provided through the Tom Green County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligations and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Tom Green County fiscal year shall be subject to budget approval.

In the event funds do not become available, the contract may be terminated or the scope amended. There shall be neither penalty nor any additional charges incurred by the County. The bidder, in accepting the contract, agrees that the County shall not be liable for damages in the event that the contract is terminated due to a lack of funding.

38. DISCOUNTS

Discounts for prompt payment offered may be taken into consideration during the bid evaluation. Terms of payment offered will be reflected in the space provided on the bid form. All terms of payment (cash discount) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of invoice, whichever is later.

39. DEBARMENT

Bidder certifies that at the time of submission of its bid, Bidder was not on the federal government's list of suspended, ineligible or debarred contractors and that Bidder has not been placed on this list between the time of its bid submission and the time of execution of the Contract. If Bidder is placed on this list during the term of the Contract, Bidder shall notify the Tom Green County Auditor. False certification or failure to notify may result in termination of the Contract for default.

In accordance with Texas Local Government Code Chapter 154.045, if a seller is found to be indebted to Tom Green County by manner of delinquent taxes, fines, fees, or indebtedness arising from other written agreements, then Tom Green County may offset payments under a contract to satisfy the outstanding debt and no payments will be made until the debt is paid in full.

40. CONFLICTS BETWEEN REQUEST FOR BID AND BID

Should a conflict arise between the terms and provisions of this RFB and the BID of the vendor, the terms and provisions of this RFB will prevail.

41. COMPLIANCE

All bidders will comply with all Federal, State and local laws relative to conducting business in Tom Green County including, but not limited to licensing, labor and health laws. The laws of the State of Texas will govern as to the interpretation, validity and effect of this bid, its award, and any contract entered into.

42. DISCRIMINATION

During the performance of this contract, the successful bidder agrees as follows:

- a. The successful bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The successful bidder will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- b. The successful bidder will, in all solicitations or advertisements for employees placed by or on behalf of the successful bidder, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- c. The successful bidder will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice

to be provided advising the said labor union or workers' representative of the successful bidder's commitments under this section.

43. CONFLICT OF INTEREST QUESTIONNAIRE (CIQ):

Chapter 176 of the Texas Local Government Code requires that any proposer or person considering doing business with a local government entity disclose in the Conflict of Interest Questionnaire the proposer's or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. If applicable, this questionnaire, by law, must be filed with the records administrator of Tom Green County within seven (7) days of notice of potential award or within seven (7) days after submitting a bid response. Additionally, a new form must be filed no later than the seventh (7th) business day after the person becomes aware of the facts that require the statement to be filed. The form can be found online at https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm. By submitting a response to this bid, the offeror represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. If required, send completed forms to the Tom Green County Clerk's Office located at 124 West Beauregard Avenue, San Angelo, Texas 76903.

44. HB 1295

Bidder must complete a form 1295 filing, disclosure of interested parties, on the Texas Ethics Commission website. <https://www.ethics.state.tx.us/tec/1295-Info.htm> This filing shall be completed and submitted with the RFB, and prior to the issuance of any notice to proceed. For form item# 3 use "RFB 21-011 Contract for Lease of Copier Equipment".

COPIER INFORMATION SHEETS

ITEM 1 – BLACK AND WHITE COPIER, 35 PPM

Estimated Quantity	With Fax Capability 1	Without Fax Capability 2
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Total monthly lease price for the unit specified above, including delivery, installation, set-up, training for key personnel, all supplies (except paper) and the following minimum requirements:

- a. 50 page document processor
- b. One 100 sheet multi-purpose bypass drawer
- c. Two 500 sheet paper drawers

Manufacturer of Equipment Bid: _____

Model Bid: _____

Cost of Fax (per machine, per month) _____

ITEM 2 – BLACK AND WHITE COPIER, 40 PPM

Estimated Quantity	With Fax Capability 1	Without Fax Capability 3
--------------------	--------------------------	-----------------------------

Total monthly lease price for the unit specified above, including delivery, installation, set-up, training for key personnel, all supplies (except paper) and the following minimum requirements:

- a. 50 page document processor
- b. One 100 sheet multi-purpose bypass drawer
- c. Two 500 sheet paper drawers
- d. Copy and print 11 X 17 pages
- e. Letter, legal and ledger sizes
- f. Document box (creating folders, forms and storing files)

Manufacturer of Equipment Bid: _____

Model Bid: _____

Cost of Fax (per machine, per month) _____

ITEM 3 – BLACK AND WHITE COPIER, 45 PPM

	Without Fax Capability
Estimated Quantity	2

Total monthly lease price for the unit specified above, including delivery, installation, set-up, training for key personnel, all supplies (except paper) and the following minimum requirements:

- a. 100 page dual scan document processor
- b. One 100 sheet multi-purpose bypass drawer
- c. Three 500 sheet paper drawers
- d. 2,000 sheet finisher
- e. Letter, legal and ledger sizes
- f. Document box (creating folders, forms and storing files)

Manufacturer of Equipment Bid: _____

Model Bid: _____

Cost of Fax (per machine, per month) _____

ITEM 4 – BLACK AND WHITE COPIER, 50 PPM

	With Fax Capability	Without Fax Capability
Estimated Quantity	2	3

Total monthly lease price for the unit specified above, including Delivery, Installation, Set-Up, Training for key personnel, all Supplies (except paper) and the following minimum requirements:

- a. 100 page document processor
- b. One 100 sheet multi-purpose bypass
- c. 2,000 sheet paper drawer
- d. Two 500 sheet paper drawers
- e. Letter, legal and ledger paper sizes
- f. Document box (creating folders, forms and storing files)
- g. Large motor

Manufacturer of Equipment Bid: _____

Model Bid: _____

Cost of Fax (per machine, per month) _____

ITEM 5 – BLACK AND WHITE COPIER, 65 PPM

	With Fax Capability
Estimated Quantity	1

Total monthly lease price for the unit specified above, including delivery, installation, set-up, training for key personnel, all supplies (except Paper) and the following minimum requirements:

- a. 300 page dual scan document processor
- b. 2500 sheet paper drawer
- c. Two 500 sheet paper drawers
- d. One 150 bypass drawer
- e. Document box (creating folders, forms and storing files)
- f. Letter, legal and ledger paper sizes
- g. Large motor

Manufacturer of Equipment Bid: _____

Model Bid: _____

Cost of Fax (per machine, per month) _____

Checklist for Certifications and Documentation:

- ___ References
- ___ Insurance Certification or Binder Certification
- ___ Workers' Compensation Acknowledgement
- ___ Civil Rights Compliance
- ___ Government Code 2270 Acknowledgement
- ___ Submission Affidavit

***SUBMISSION AFFIDAVIT MUST BE SIGNED, NOTORIZED, AND INCLUDED WITH BID. FAILURE TO INCLUDE WILL DISQUALIFY SUBMISSION.**

EXHIBIT A

VENDOR REFERENCES

Please list at least three (3) companies or governmental agencies where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR BID.

Reference One

Government/Company Name: _____
Address: _____
Contact Person and Title: _____
Phone: _____ Fax: _____
Contract Period: _____ Scope of Work: _____

Reference Two

Government/Company Name: _____
Address: _____
Contact Person and Title: _____
Phone: _____ Fax: _____
Contract Period: _____ Scope of Work: _____

Reference Three

Government/Company Name: _____
Address: _____
Contact Person and Title: _____
Phone: _____ Fax: _____
Contract Period: _____ Scope of Work: _____

EXHIBIT B
Attach Insurance Certification or Binder Certification

I, _____, as a duly authorized representative of _____,
(full name) (name of firm)

certify that evidence of required general liability, worker's compensation, and professional liability insurance for personnel assigned to the project and automobile insurance for any vehicles used for the project in the amounts in this RFB shall be provided to the issuer of this RFB within 10 calendar days of any Notice of Award.

Signature – Company Official

Printed/Typed Firm Name

Printed/Typed Name/Title

Date

Insurance Requirements

Worker's Compensation – Statutory Amount
Commercial General Liability

Employer's Liability - \$500,000.00

Personal injury and property damage:

\$1,000,000.00 combined single limit each occurrence and

\$2,000,000.00 aggregate

Business Automobile Liability for all vehicles

Bodily Injury and property damage:

\$1,000,000.00 combined single limit any one accident

EXHIBIT C

WORKERS' COMPENSATION AFFIDAVIT

STATE OF _____ §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn, upon oath declared that the statements and capacity acted in are true and correct.

I, _____ am a duly authorized officer of _____, and hereby certify that all "persons providing services on the project" will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commissioners' Division of Self-Insurance Regulation. Providing false or misleading information may subject the company to administrative penalties, criminal penalties, civil penalties or other civil actions.

I furthermore certify that the company will provide, to Tom Green County, certificates of coverage showing statutory workers' compensation insurance coverage for all "persons providing services on the project", including all entities.

I hereby acknowledge that "persons providing services on the project" includes all persons or entities performing all or part of the services the company has undertaken to perform on the project, regardless of whether that person contracted directly with the company and regardless of whether that person has employees. This includes, without limitation, independent companies, contractors, subcontractors, leasing companies, motor carriers, owner-operators, and employees of any such entity that furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor transportation, or other service related to the project. "Services" do not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

I furthermore acknowledge that failure to comply with any of these provisions is a breach of contract by the company which entitles Tom Green County to declare the contract void if the company does not remedy the breach within ten days after receipt of notice of breach from Tom Green County.

By: _____ Title: _____

Signature: _____ Company: _____

Subscribed and sworn to before me, this _____ day of _____, _____ to certify which witness my hand and seal of office:

Notary Public

EXHIBIT D

CIVIL RIGHTS COMPLIANCE

1. Nondiscrimination

The Project Delivery Firm, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Project Delivery Firm shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 and Part 710.405(b) of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

2. Solicitations for Subcontracts Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiation made by the Project Delivery Firm for work to be performed under a subcontract including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Project Delivery Firm of its obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

Signature – Company Official

Printed/Typed Firm Name

Printed/Typed Name/Title

Date

EXHIBIT E

GOVERNMENT CODE 2270 ACKNOWLEDGEMENT

I, _____,
(Person's Name)

the undersigned representative of _____
(Company or Business Name)

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Signature – Company Official

Printed/Type Firm Name

Printed/Typed Name and Title

Date

EXHIBIT F

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of person who has a business relationship with local governmental entity.</p>	Date Received	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>		

EXHIBIT G

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
<h3>Part I Taxpayer Identification Number (TIN)</h3> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.		
		Social security number _____ - _____ - _____ or Employer identification number _____ - _____
<h3>Part II Certification</h3> Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and		
3. I am a U.S. citizen or other U.S. person (defined below); and		
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions on page 3.		
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
<h3>General Instructions</h3> Section references are to the Internal Revenue Code unless otherwise noted.		
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9 .		
Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:		
<ul style="list-style-type: none"> • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) 		
<ul style="list-style-type: none"> • Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.		
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.		
By signing the filled-out form, you:		
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),		
2. Certify that you are not subject to backup withholding, or		
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and		
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.		
Cat. No. 10231X		Form W-9 (Rev. 12-2014)

EXHIBIT H

Cooperative Purchasing (OPTIONAL)

COOPERATIVE PURCHASING: Should other Governmental Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications and pricing would apply?

Please Check Y/N:

_____ Yes

_____ No

Governmental Entities utilizing Inter-Governmental Contracts with Tom Green County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by Governmental Entities other than Tom Green County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tom Green County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their material/services as needed. (E.g. City of San Angelo, San Angelo ISD, etc.)

SUBMISSION AFFIDAVIT
RFB 21-011 “Contract for Lease of Copier Equipment”

The undersigned certifies that the submitted prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

Total cost per month for lease of all copiers with pooled copy counts: \$ _____

Cost per page overage – black & white: \$ _____

STATE OF _____ COUNTY OF _____ BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____, on this day personally appeared _____ who, after having first been duly sworn, upon oath did depose and say;

That the foregoing bid submitted by _____ hereinafter called “Offeror” is the duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Offeror affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other offeror, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Respondent hereby assigns to purchaser any and all claims for overcharges associated with this Contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

Printed Name of Vendor

Company Name

Signature of Vendor

Title

Address of Vendor

Telephone Number / Fax Number

City, State, Zip

Email Address

Subscribed and sworn to before me by _____ on this day of _____, 20__.

Notary Public in and for the State of _____