



**NOTICE OF SOLICITATION – Invitation to Bid (SEALED)**

**Bulloch County Board of Commissioners  
Purchasing Division and the Office of Capital Projects  
FY 2022 Multi-Function Copier Bid**

The Bulloch County Board of Commissioners (herein after referred to as the County) is accepting **COMPETITIVE (SEALED) BIDS** for:

**MATERIAL OR SERVICE:** Purchase of three (3) multi-function copiers full color/black and white and one (1) black and white multi-function copier for various county departments, to be accepted according to bid specifications

**BID SUBMISSION DEADLINE:** The deadline for receipt of all Bids is 3:00 PM, September 16, 2021. Prospective bidders shall file all documents necessary to support its BID. NO FAXES OR E-MAILS ARE ACCEPTED FOR SEALED BIDS.

**TIME AND PLACE FOR SUBMISSION AND OPENING OF BIDS:** Bidders are responsible for the actual delivery of sealed BIDS during normal business hours to the Bulloch County Board of Commissioners, 115 North Main Street, Statesboro, Georgia 30458. The original BID and One (1) copy along with supporting documents must be submitted in a sealed clearly marked envelope. At the time of the BID deadline, the BIDS will be publicly opened, read aloud and recorded in the Conference Room 102 at the County North Main Annex at the above-referenced address. The bid committee will then proceed to determine conformity with the specifications and other criteria. Upon the closure of the review, the bid committee will recommend to the Board of Commissioners the bid(s) most advantageous to the County.

**BID IDENTIFICATION:** The outside of the sealed envelope shall include the wording: Multi-Function Copier Bid; Bid Opening: September 16, 2021 @ 3:00 PM; Attn: Faye Bragg, Purchasing Manager.

**AWARD AND RESERVATIONS:** It is understood and agreed that in consideration of the sum of One Dollar and No/100 (\$1.00) cash in hand paid, receipt whereof is hereby acknowledged, the bidder agrees that this bid shall be an option, which is hereby given to the Purchaser to accept or reject this bid at any time within sixty (60) calendar days from the date on which it is opened and read. It is expressly covenanted and agreed that this bid is not subject to withdrawal by the bidder during the term of said option. The party submitting the bid is solely responsible for delivering the bid to the exact location and by the time stated. The Purchaser reserves the right to reject any or all bids and to waive technicalities and informalities in bids, to accept in whole or in part, such bid or bids that may be deemed in the best interest of the purchaser. The County reserves the right to use or not use any alternate bid associated with is solicitation.

**OPTIONS FOR QUESTIONS AND OBTAINING A BID COPY:** A complete BID package may be requested by contacting Faye Bragg, Purchasing Manager, fbragg@bullochcounty.net or by going to Bulloch County's website <http://bullochcounty.net/procurement>. Any addenda to this solicitation will be issued through the purchasing office, and it will be the sole responsibility of the bidder to periodically check the County's website for any addenda for this project. Failure to include a signed copy of any addenda issued for this project in the submitted bid package will result in the submitted bid not being considered for this project.



Bulloch County Board of Commissioners: Invitation to Bid - Multi-Function Copiers

All questions for this bid are to be directed to the purchasing manager in writing (email is preferable) no later than September 7, 2021 @ 4:00 PM. Responses to questions will be addressed no later than September 9, 2021.

Bulloch County has an Equal Opportunity Purchasing Policy. Bulloch County seeks to ensure that all segments of the business community have access to supplying goods and services needed by the County. The County provides equal opportunity for all businesses and does not discriminate against any vendor regardless of race, color, religion, age, sex, national origin.



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## SECTION I: GENERAL INFORMATION

### 1.0 Submission requirements.

Please submit one (1) original Bid and one (1) copy including all supplementary materials in a bound package upon the assigned date, time and location. Bid shall be bound or stapled whereby additional copies can be easily made by county staff. **Pages should be 8 ½" X 11" in size, with larger sheets (if provided) to be folded to fit within bindings.** The Bid package shall be ordered in the following format.

#### Tab 1

Form A:	Bidder Declaration
Form B:	Non-Collusion Affidavit
Form C:	Federal Work Authorization Affidavit and Agreement
Form D:	Performance Standards Checklist
Form E (1-4):	Specifications Compliance Checklist / Financial Proposal
Form F:	Vendor References
Form G:	Vendor Disclosure of Pending Legal Actions, Defaults or Conflicts Capital Cost Summary

**TAB 2** **Manufacturer's Specification Sheet** for each model bid – to be attached to the appropriate Form E (See Section 2.1).

**TAB 3** **Buyer's Lab Total Cost of Ownership Report** - to be attached to the appropriate Form E (See Section 2.2).

**TAB 4** **Service and Maintenance Agreement** (Proposed). The County Attorney shall negotiate clauses for performance compliance with the terms of this bid with the successful firm.

**TAB 5** **Dealer-Distributor Default Letter**, if applicable (See Section 3.4)

**TAB 6** **Certificate of Insurance** (See Section 3.10)

***All forms and attachments must be submitted to avoid rejection of your bid.***

Each bid should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the bidder should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

### 1.1 Proposed Bid Schedule

The schedule on the following page represents when, where and how activities pertaining to this ITB will take place.



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ACTIVITY	DATE	ACTION
<b>Notice of Solicitation Issued</b>	August 26, 2021	Begin circulation
<b>Written Questions Due</b>	September 7, 2021 by 4:00 PM	Email questions to Faye Bragg, fbragg@bullochcounty.net
<b>Responses to Questions Returned</b>	September 9, 2021 by 4:00 PM	Answers to be returned via e-mail by Bulloch County.
<b>Bid Submission Deadline</b>	September 16, 2021	<b>Submit one (1) original and one (1) copy with all attachments in a sealed envelope to:</b> Bulloch County BOC Multi-Function Copier Bid Attn: Purchasing Manager 115 North Main Street Statesboro, Georgia 30458
<b>Award</b>	October 5, 2021	Board of Commissioners

### 1.2 Changes

No change will shall be made to this invitation except by written modification by the Purchasing Department.

### 1.3 Fob Destination Point

Bid prices shall include shipping to the Honey Bowen Building, 1 Max Lockwood Drive, Statesboro GA 30458. Title to remain with vendor until fully accepted by County. Goods damaged or not meeting specifications will be rejected.

### 1.4 Compliance

The County's failure to insist on compliance with any of the terms or conditions of this Invitation to Bid shall not be deemed a waiver of the County's right to insist at any time on full compliance with any of the terms and conditions stated herein.

### 1.5 Bid disqualification

Bids may be disqualified for: a) receipt of the Bid by the County past the stated deadline; b) any irregularities; c) unbalanced unit price or extensions; d) unbalanced value of any items; or, e) failure to complete Bid information correctly. If in the opinion of the Bulloch County Board of Commissioners, the Bidder is not in a position to perform the contract, the Bid may be disqualified. The County reserves the right to waive any minor informality or irregularities in the bid.

### 1.6 Bid evaluation

Bids will be screened and evaluated by staff reviewers to determine which bid is in the best interest of the County. The reviewing staff will recommend selection of a bid to the Board of Commissioners at their next regular meeting. The Bidder to whom the award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the Bid of a Bidder who has previously failed to perform properly, or to complete on time contracts of a similar nature. Conditional Bids or those that take exception to the specifications will be considered only at the discretion of the County Manager. Deviations to the specification must be explained in writing.



### **1.7 Lawsuits/Bribery**

Prospective bidders shall disclose any record of pending lawsuits, criminal violations and/or convictions, etc., conflicts of interest on **Form G**.

### **1.8 Liability**

The County is not liable for any cost incurred in the preparation of the Bid. Nor is the County bound by any information provided unless reduced to writing and distributed as a written addendum.

### **1.9 Bid reservations**

The County reserves the right to reject any or all Bids, to award in whole or in part and to waive minor immaterial defects in Bids. Negotiations may be necessary to complete the contract.

### **1.10 Clarification of submittals**

The County reserves the right to seek clarification of any point in a respondent's Bid, or to obtain additional information.

### **1.11 Indemnification**

The Bidder agrees to indemnify, hold harmless, and defend the County, its officials, and employees (hereinafter collectively "the indemnitees") from and against any and all claims, damages, liabilities, suits, proceedings, costs, and expenses of litigation (including, without limitation, reasonable attorney's fees) related to or arising in any way out of the performance of this Agreement, unless such is attributable to the sole negligence of the indemnitees. The indemnity obligation of the Bidder will survive the expiration or termination of this Agreement.

### **1.12 Correction or Withdrawal of Bids: Cancellation of Awards**

Correction or withdrawal of Bids before or after Bid opening, or cancellation of awards or contracts may be permitted only to the extent that the Bidder can show by clear and convincing evidence that a mistake of non-judgmental character was made, or where the award or cancellation is in the best interest of the County.

### **1.13 Delivery**

It is the intention of this solicitation to purchase an item from distributor stock for immediate delivery. Delivery, freight and installation shall be provided by the dealer distributor and included in the Bid price. Each item will be delivered to the appropriate County department. Time is of the essence.

### **1.14 Payment**

Payments will be made upon completion of all work and acceptance by the County on invoices submitted and approved by the proper County representative within (30) thirty days of receipt of invoice. Itemize all invoices in full. Be sure our order number is on your invoice.

### **1.15 Inquiries Regarding Payment**

All inquiries regarding payment of invoices are to be directed to Accounts Payable, (912) 764-6245.

### **1.16 Tax Exemption**

As a unit of local government, Bulloch County is exempt and not responsible for payment of any taxes to state, federal or local governments. A tax exemption certificate will be provided upon request.



### **1.17 County Obligations**

The County has a standing policy to disqualify or withhold compensation to vendors, contractors and professional consultants if there are existing obligations to the County for any liens, ad valorem taxes, licenses or other financial remittances to the County.

### **1.18 Facilities Visits**

Bidders may need to visit county facilities to gain a thorough understanding of current operations. It is assumed that bidders have taken into consideration all site conditions in the preparation and submission of their bid. No guided tour of county facilities will be made.

### **1.19 Local Vendor Preference**

Departments are encouraged to use local vendors whenever possible. However, the County cannot pay a much higher price to do so because there is an obligation to the taxpayers to use our financial resources wisely.

For all purchases of \$15,000 or more, if the quality, service, price, and other factors are substantially equal, then a local vendor whose bid is within 5% of the lowest bid may be given an opportunity to match the lowest bid. This policy shall be stated in all applicable solicitations, but does not apply to public works construction projects or road projects.

For purposes of this provision, a "local vendor" is one that 1) has a principal business location within the boundaries of Bulloch County; 2) has a valid occupational tax certificate issued by a jurisdiction located in Bulloch County; and 3) owns the property where the principal business location is located, or has a lease for a term of no less than one year for the principal business location which in effect requires the local vendor to pay the ad valorem taxes on the leased property.

A "principal business location" is further defined as a permanent facility with a physical location in Bulloch County where it can be demonstrated 1) that the goods or services are either made, stored, processed, sold or rendered at the facility; and 2) that substantial administrative or management activities are performed by one or more employees, principals, representatives or agents for the purpose of transacting business.

To request the local vendor preference, a vendor must include a completed local vendor form with its submitted bid. It is the vendor's responsibility to provide clear and convincing evidence that it meets the requirements for being considered a local vendor pursuant to this provision. The determination of whether a vendor has submitted sufficient evidence to support being deemed a local vendor shall be solely within the discretion of the Board of Commissioners and shall not be subject to challenge.

**To request local vendor preference you must contact the Purchasing Manager for the proper form to complete. The completed form must be included with the submitted package to be considered for the local vendor preference.**

### **1.20 Anti-Discrimination Clause**

Bulloch County does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or services provided.





### 1.21 Quality

Any brand names or trade names used in the specifications are for the purpose of describing and establishing general quality levels.

### 1.22 Award

If awarded, the award will be made to that responsive and responsible bidder or bidders whose bid is most advantageous to the County, price and other factors considered. The County specifically reserves the right to make an award to more than one bidder if the County determines that it is in the County's best interest to do so, and to reject any and all bids. The bidder or bidders to whom the award is made will be notified at the earliest possible date.

## SECTION II: SPECIFICATIONS CHECKLIST AND FINANCIAL BID FORM

### 2.0 Generally

This is a series of forms that require the Bidder to review or describe: a) to mark whether the minimum specifications for the proposed machine have been met; and, b) require the Bidder to enter specific information regarding costs. More specific instructions are below.

### 2.1 Specifications Checklist and Financial Proposal

Each of these forms identifies the minimum specifications for the office(s) that has requested a new machine. Please check yes or no whether machine offered will meet these requirements. If it does not meet or exceeds specification, please explain in the box provided. **Please include a manufacturer's specification sheet to be attached for each model proposed – to be attached to the appropriate Form E (1-4).**

**No additional features or options shall be proposed unless approved by the County Manager and requested as a part of an addendum to this Bid.**

The Bidder shall offer one (1) pricing option for outright purchase. The Bidder shall also provide service costs per copy, including a CPC's for an allowance without penalty and an excess copy charge. The Bidder should supply a Total Cost of Ownership report, which can be accessed at <http://www.buyerslab.com>. This tool will be further used by the reviewers to evaluate cost factors.

### 2.2 Mandatory Energy Star Requirements

Bidder shall ensure that all equipment installed is Energy Star® qualified to the most recent version of Energy Star® at the time of installation. The current version is Version 3.1 Energy Star® for Imaging Equipment (see <http://www.energystar.gov/>).

## SECTION III: PERFORMANCE STANDARDS

### 3.0 Generally

The Bidder shall complete **Form F** in the supplemental documentation to demonstrate their willingness or ability to meet the performance standards below. These performance standards shall be a part of the awarded contract.

### 3.1 Recall notice

In the event of any recall notice or technical bulletin affecting an item purchased from this contract, a notice shall be sent to the contact person for each machine.



### 3.2 Maintenance and maintenance facilities

The equipment specified in this solicitation is dependent upon the availability of prompt professional service. In order to be considered for award, each potential Bidder is required to have existing maintenance facilities or have specific agreements in force with a third party to provide local maintenance with sufficient parts inventory and trained technicians in providing quality service on the equipment specified. Maintenance facilities are subject to inspection by the County to determine adequacy.

Bidder's standard maintenance program is acceptable. In addition, maintenance is defined as acceptable work performed by bidder to assure that all features of the equipment are operating per bidder's published standards. Bidder is responsible to provide all parts and labor as part of multi-function copier maintenance. **A service log will be maintained by the vendor and kept on-site as part of the multi-function copier equipment. The County will have access to this log for its use. All downtime, no matter what the cause, will be recorded on this log (refer to downtime below).**

### 3.3 Machines

All multi-function copiers must be current models of the latest manufacture, with 100% new parts required. No discontinued, refurbished, rebuilt or remanufactured machines will be acceptable. It is necessary that all equipment be as reliable as possible, therefore, only new equipment will be considered.

### 3.4 Authorized dealer

Bidder must be an authorized dealer for the manufacturer that they are proposing and supply a copy of the authorized dealer's certification with the bid.

Dealer/Distributors should submit bids only when the manufacturer they are representing are not submitting directly. If the manufacturer is submitting directly it is not necessary for dealer/distributor to submit. It is the dealer/distributors responsibility to make sure their name is submitted by the manufacturers who are submitting. **If you submit a bid as a dealer/distributor, you are required to submit a letter for each manufacturer's line you submit, stating if for any reason you as a vendor fail to live up to your contractual agreement, the manufacturer will then be responsible for the remaining portion of the contract as written.**

If a manufacturer is submitting directly, the manufacturer can direct all purchase orders to them and it will be the manufacturer's option to fulfill the order and/or channel that responsibility to a dealer/distributor. In this option all billing and payments will be directed/received by the manufacturer.

### 3.5 Downtime

Bidder, if requested, will grant a credit to the County for any machine, which fails to perform at an effectiveness level of 98% during any calendar quarter. The downtime for a machine is computed by dividing the machine failure downtime by the total productive time (minimum of 2,190 hours per quarter) per quarter. The credit shall be a percentage amount of the fixed monthly service/maintenance charge, which is determined by subtracting the actual percentage of effectiveness level attained during the month from 100. (Examples: if the effectiveness level for a machine is 87% for the quarter, the credit would be 13% of the fixed quarterly maintenance charge; if the effectiveness level is 90% or higher, there is no credit due



under this provision). Downtime begins when the end user places the service call with the Vendor and continues until equipment repairs are completed to the satisfaction of the County.

**The Vendor shall also submit a quarterly report to the County to report downtime. If the downtime exceeds 2% and persists for any three (3) months in a twelve (12) month period, the County reserves the right to have, at its option, the equipment replaced or the plan terminated, with no financial penalty to the County.**

**If your equipment does not perform in accordance with the downtime standards or manufactured specifications, the vendor will replace the machine with a comparably equipped unit, as long as the equipment has been maintained under a continuous service contract.**

### **3.6 Response time**

Each bid shall cover how soon the vendor will respond to on-site problems with equipment or software, etc., once notified by the agency, and how the vendor intends to meet this response time. **For problems that cause the machine to be down for more than sixteen (16) working hours, a machine (replaced like-for-like), must be in place on the third working day, until the original machine is repaired and reinstalled.**

### **3.7 Training**

Initial training must be provided on functioning equipment in each County department office within 48 hours of delivery and set up. The Bidder, at no cost, will provide ongoing training, as deemed necessary by the respective County department office. Initial training sessions for delivered equipment will consist of, at minimum:

- A detailed explanation of the features of the system installed;
- Hands-on training in the use of the unit's features, applications and benefits;
- Question and answer period;
- Providing summary user guides ("Quick Tip" sheets), user manuals, and other appropriate materials; and
- Quick Tip sheets shall include information about paper saving benefits of duplex printing/copying and scanning and provide instructions for each of these features, at minimum.

### **3.8 Network Compatibility**

The Bidder shall also ensure that, with regard to all Multifunction Devices installed, all network print drivers and device management utilities installed under any Contract entered into as a result of this Bid must be fully compatible with the County's current network operating systems, as listed in this Section. Bidder shall perform updates on an ongoing basis throughout the term of any resulting Contract as the County's network environment evolves, at no cost to the County.

### **3.9 Technical Support**

The Bidder shall maintain a toll-free technical support telephone line. This line shall be answered live with no recordings except before/after normal business hours. The line shall be accessible to County personnel who wish to obtain competent technical assistance regarding the operation of products supplied by the Bidder.

### **3.10 Certificate of Insurance and/or copies of insurance policies**

As a part of the contract requirements, the vendor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the insurance specified below with a carrier satisfactory to the County.



The successful bidder shall purchase from and maintain in a company or companies authorized to do business in the state of Georgia the following types of insurance: statutorily required workers' compensation insurance; general comprehensive insurance, **with the County and its officials, officers, and employees as additional insureds**, and with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate; auto liability insurance, **with an endorsement naming the County and its officials, officers, and employees as additional insureds**, and with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. The Contractor shall provide the County with certificates of insurance prior to the start of construction and (30) days written notice prior to cancellation.

### 3.11 Consumables

Consumables by the Bidder will include, but are not limited to, all necessary hardware, firmware, software, document feeders, finishers, paper drawers, large capacity paper trays, print controllers as applicable, scanning servers as applicable, LDAP authentication as applicable, fax boards as applicable, finisher/feeder kits, scan/print/fax licenses as applicable, page description languages as applicable, ramp-up training, print drivers as applicable, network administration utilities, boards, cards, peripherals, insurance, return freight charges, grounding, power surge protection devices (line conditioners), full-time on-site technicians as applicable, emergency service, networking printing and scanning support for those installations requiring same, parts, consumable parts, supplies, toner, fuser oil (if applicable), photoconductors, developer if applicable, labor, firmware upgrades, software upgrades, drive time, trip charges, hourly rates, freight, return freight, return insurance, delivery, set-up, installation and order entry fees. Staples will be provided by the County.

### 3.12 Meter Reading

The successful Bidder shall provide a description of available methods of reporting usages on proposed equipment. This could include automatic reading of equipment usage via Internet connection by the provider or fax/email submission as well.

All bids must be USPS mailed, hand or service delivered to the following address, no faxes or emails are accepted for sealed bids:

Bulloch County Commissioners  
Attn: Purchasing Manager  
115 N Main Street  
Statesboro, GA 30458

Bidders will be fully responsible for the delivery of their bids in a timely manner. Reliance upon U.S. Mail or other carriers is at the bidder's risk. Late bids will not be considered.



## **SECTION IV: MANDATORY FORMS**

Failure to include the mandatory forms completed and notarized where specified will be just cause for not accepting a submitted bid.



**FORM A: BIDDER DECLARATION**

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That this bid shall be valid for **60** days.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to September 16, 2021 @ 3:00 PM but may not be withdrawn after such date and time for a period of **60** days.
- That Bulloch County reserves the right to reject any or all bids or proposals and to accept that bid or proposal which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities or informalities in the bidding.
- That by submission of this bid the bidder acknowledges that Bulloch County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

_____	_____	_____	_____
Name	Title	Name	Title

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_. Notary Public \_\_\_\_\_

**Form B: NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Owner, Partner or Officer of Firm: \_\_\_\_\_

Company Name, Address, County and State: \_\_\_\_\_

The undersigned, being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached bid. In making such representation, affiant further states for himself/herself and on behalf of vendor, that they have not been a party to any collusion among vendors in restraint of competition by agreement to submit a bid or proposal at a fixed price or to refrain from bidding; or with any office of Bulloch County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between vendors and any official of Bulloch County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_. Notary Public \_\_\_\_\_



**FORM C: FEDERAL WORK AUTHORIZATION AFFIDAVIT AND AGREEMENT**

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bulloch County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization E-verify Company ID#

\_\_\_\_\_  
Date of Authorization

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

\_\_\_\_\_  
Name of Contractor

**Bulloch County Multi-Functioning Copier Purchase**

Name of Project

**Bulloch County, Georgia** \_\_\_\_\_

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

**NOTARY PUBLIC AND SEAL**

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20\_\_.

My Commission Expires:

\* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



**FORM D: PERFORMANCE STANDARDS CHECKLIST**

By executing this form, Bidder warrants that they will meet to the performance standards, except where deviations are noted, or mutually agreed upon in the event of award (see Section 3).

Performance Standard	Comply		Explain Deviation
	Yes	No	
Recall Notices			
Maintenance Standards (including downtime)			
Latest Model/Manufacture Standards			
Dealer Default Letter Submitted			
Training Standards			
Network Compatibility			
Technical Support			
Insurance			
Consumables			
Meter Reading			





General Information on current equipment and the four (4) multi-function copiers to be bid:

**Item 1 (Form E-1)** – Contact for facility visit: Lisa Strickland, uge3031@uga.edu

Current equipment: Copystar CS 3050ci

Functions Required: Copy, Print, Scan, Fax

Typical Use: Duplication of single and multi-page documents; Printing of labels, envelopes, booklets, flyers, leaflets, and publications

**Item 2 (Form E-2)** – Contact for facility visit: Randy Newman or Debro Jones,

rnewman@bullochcounty.net or djones@bullochcounty.net

Current equipment: Copystar CS 3050ci

Functions Required: Copy, Print, Scan, Fax

Typical Use: Duplication of single and multi-page documents; Printing of labels, envelopes, booklets, flyers, leaflets, and publications

**Item 3 (Form E-3)** – Contact for facility visit: Cindy Steinmann, csteinmann@bullochcounty.net

Current equipment: Copystar CS 4550ci

Functions Required: Copy, Print, Scan, Fax

Typical Use: Duplication of single and multi-page documents; Printing of labels, envelopes, booklets, flyers, leaflets, and publications

**Item 4 (Form E-4)** – Contact for Facility visit: Leslie Akins, lakins@bullochcouny.net

Current equipment: Copystar CS 3501i

Functions Required: Copy, Print, Scan, Fax

Typical Use: Duplication of single and multi-page documents; Printing of labels, envelopes, booklets, flyers, leaflets, and publications



Bulloch County Board of Commissioners: Invitation to Bid - Multi-Function Copiers

FORM E-1						Minimum Specifications Checklist and Financial Proposal for Digital Multi-Function Copier			
<b>Location</b>	Bulloch County Agricultural Extension Office: 152 Langston Chapel Rd., Statesboro GA; Ground Floor			<b># Users</b>	8	<b>Monthly Print Volume</b>	B/W: 2,393 Color: 347		
Specification		Comply		Explain Deviation					
		Yes	No						
Minimum 35 ppm output for Copy & Print									
Full Color & Black and White									
Energy Star Compliance; Energy Saving Mode									
Automatic Reduction & Enlargement (25%-400% in 1% increments)									
Exposure Glass up to 11" x 17"									
Auto Duplex									
Minimum 2 Universal paper Trays									
Capacity Input Bin: 500 Sheets for Each Bin for up to 11" x 17"									
Automatic Document Feeder: 50 sheet minimum									
Maximum Paper Size: 11"X17"									
Auto Finishing with Sorting, Collating, 3-Hole Punch & Stapling									
By-Pass Tray: 50 sheets for up to 11" x 17" Paper									
Network Print, Scan to e-mail, Scan to Network Folder, Fax (from desktop PC's on Network)									
Special Application: Printing of Labels, Envelopes, Booklets, Flyers, Leaflets and Publications									
Paper Size/Type: Letter, Legal, Ledger; Custom Sizes; 16-68 lb. Bond Paper; Index Paper; Card Stock; Labels and Envelopes									
Automatic Meter Reading									
Capital Cost									
Monthly Copy Allowance without Penalty									
Excess Copy Charge									
5-year Total Cost of Ownership									



Bulloch County Board of Commissioners: Invitation to Bid - Multi-Function Copiers

FORM E-2						Minimum Specifications Checklist and Financial Proposal for Digital Multi-Function Copier			
Location		Bulloch County Building & Zoning Department: 115 North Main Annex, Statesboro, GA; Ground Floor		# Users	8	Monthly Print Volume		B/W: 803 Color: 1,777	
Specification			Comply		Explain Deviation				
			Yes	No					
Minimum 35 ppm output for Copy & Print									
Full Color & Black and White									
Energy Star Compliance; Energy Saving Mode									
Automatic Reduction & Enlargement (25%-400% in 1% increments)									
Exposure Glass up to 11" x 17"									
Auto Duplex									
Minimum 2 Universal paper Trays									
Capacity Input Bin: 500 Sheets for Each Bin for up to 11" x 17"									
Automatic Document Feeder: 50 sheet minimum									
Maximum Paper Size: 11"X17"									
Auto Finishing with Sorting, Collating, 3-Hole Punch & Stapling									
By-Pass Tray: 50 sheets for up to 11" x 17" Paper									
Network Print, Scan to e-mail, Scan to Network Folder, Fax (from desktop PC's on Network)									
Special Application: Printing of Labels, Envelopes, Booklets, Flyers, Leaflets and Publications									
Paper Size/Type: Letter, Legal, Ledger; Custom Sizes; 16-68 lb. Bond Paper; Index Paper; Card Stock; Labels and Envelopes									
Automatic Meter Reading									

Capital Cost	
Monthly Copy Allowance without Penalty	
Excess Copy Charge	
5-year Total Cost of Ownership	



Bulloch County Board of Commissioners: Invitation to Bid - Multi-Function Copiers

FORM E-3	Minimum Specifications Checklist and Financial Proposal for Digital Multi-Function Copier				
<b>Location</b>	Bulloch County Board of Commissioners Administrative Offices: 115 North Main Street, Statesboro, GA; Ground Floor (Supply Room)	<b># Users</b>	15	<b>Monthly Print Volume</b>	B/W: 1,544 Color: 3,967
<b>Specification</b>		<b>Comply</b>		<b>Explain Deviation</b>	
		<b>Yes</b>	<b>No</b>		
Minimum 45 ppm output for Copy & Print					
Full Color & Black and White					
Energy Star Compliance; Energy Saving Mode					
Automatic Reduction & Enlargement (25%-400% in 1% increments)					
Exposure Glass up to 11" x 17"					
Auto Duplex					
Minimum 2 Universal paper Trays					
Capacity Input Bin: 500 Sheets for Each Bin for up to 11" x 17"					
Automatic Document Feeder: 50 sheet minimum					
Maximum Paper Size: 11"X17"					
Auto Finishing with Sorting, Collating, 3-Hole Punch & Stapling					
By-Pass Tray: 50 sheets for up to 11" x 17" Paper					
Network Print, Scan to e-mail, Scan to Network Folder, Fax (from desktop PC's on Network)					
Special Application: Printing of Labels, Envelopes, Booklets, Flyers, Leaflets and Publications					
Paper Size/Type: Letter, Legal, Ledger; Custom Sizes; 16-68 lb. Bond Paper; Index Paper; Card Stock; Labels and Envelopes					
Automatic Meter Reading					

Capital Cost	
Monthly Copy Allowance without Penalty	
Excess Copy Charge	
5-year Total Cost of Ownership	



Bulloch County Board of Commissioners: Invitation to Bid - Multi-Function Copiers

<b>FORM E-4</b>						<b>Minimum Specifications Checklist and Financial Proposal for Digital Multi-Function Copier</b>							
<b>Location</b>		Bulloch County Tax Commissioners Office: Bulloch County Annex; 113 North Main Street, Statesboro, GA; Ground Floor				<b># Users</b>		14		<b>Monthly Print Volume</b>		B/W: 1,497	
<b>Specification</b>				<b>Comply</b>		<b>Explain Deviation</b>							
				<b>Yes</b>	<b>No</b>								
Minimum 35 ppm output for Copy & Print													
Black and White Only													
Energy Star Compliance; Energy Saving Mode													
Automatic Reduction & Enlargement (25%-400% in 1% increments)													
Exposure Glass up to 11" x 17"													
Auto Duplex													
Minimum 2 Universal paper Trays													
Capacity Input Bin: 500 Sheets for Each Bin for up to 11" x 17"													
Automatic Document Feeder: 50 sheet minimum													
Maximum Paper Size: 11"X17"													
Auto Finishing with Sorting and Collating													
By-Pass Tray: 50 sheets for up to 11" x 17" Paper													
Network Print, Scan to e-mail, Scan to Network Folder, Fax (from desktop PC's on Network)													
Special Application: Printing of Labels, Envelopes, Booklets, Flyers, Leaflets and Publications													
Paper Size/Type: Letter, Legal, Ledger; Custom Sizes; 16-68 lb. Bond Paper; Labels and Envelopes													
Automatic Meter Reading													

Capital Cost	
Monthly Copy Allowance without Penalty	
Excess Copy Charge	
5-year Total Cost of Ownership	



**FORM F: VENDOR REFERENCES**

Please list the name, address and telephone numbers of firm's and contact persons who can vouch for the quality of goods and services provided

<b>Reference #1</b>	Name of Business Entity:
	Street Address and Location:
	Telephone Number and Contact Person:
<b>Reference #2</b>	Name of Business Entity:
	Street Address and Location:
	Telephone Number and Contact Person:
<b>Reference #3</b>	Name of Business Entity:
	Street Address and Location:
	Telephone Number and Contact Person:



**FORM G: VENDOR DISCLOSURE OF PENDING LEGAL ACTIONS, DEFAULTS OR CONFLICTS**

Please disclose and declare below any pending or recent lawsuits, criminal actions or contract defaults **during the last three years**. Please indicate any potential conflict of interest between the Vendor and any County Officials.

<b>Lawsuits Based Against the Firm</b>	Name of Entity Vendor is in Suit Against:
	Location and Court of Jurisdiction:
	Type or Nature of Lawsuit:
<b>Contract Defaults</b>	Company/Firm/Entity:
	Reason(s) for Default:
<b>Conflicts of Interest</b>	Name of Vendor's Employee:
	Name of County Employee:
	Describe Relationship or Conflict:



### Capital Cost Summary

Purchaser reserves the right to reject any or all bids and to waive technicalities and informalities in bid, to accept in whole or in part, such bid or bids that may be deemed in the best interest of the County. Cost and other criteria will be determining factors in the award of the bid. Time is of the essence.

Form	Single Unit Cost	Multiplied by Units	Total Cost
E1		1	
Make and Model being bid: _____			
E2		1	
Make and Model being bid: _____			
E3		1	
Make and Model being bid: _____			
E4		1	
Make and Model being bid: _____			

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

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

Signature of Representative: \_\_\_\_\_

Printed Name of Representative: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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