

City of Waycross

Purchasing Department

Linda E. Jones
Purchasing Director

TO: ALL VENDORS
FROM: LINDA E. JONES, CPPB, PURCHASING DIRECTOR
DATE: May 15, 2019
RE: Request for Bid

The City of Waycross, Georgia will receive sealed proposals until 10:00 a.m., Thursday,
May 30, 2019

For : New Model 36" Large Format Machine

As specified in the attached specifications.

The city reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, to make an award in the best interest of the City. All bidders must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be equipment submitted and price. The City will be the sole judge of the weights given these factors.

Proposals will be opened conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No proposals will be accepted after bid opening time. No faxed or email proposals will be accepted.

**PROPOSALS SHOULD BE
MAILED TO:**

**CITY OF WAYCROSS, PURCHASING DIRECTOR
P. O. DRAWER 99
WAYCROSS, GEORGIA 31502-0099**

**OR HAND DELIVERED TO:
(PRIOR TO OPENING)**

**CITY HALL – PURCHASING DEPARTMENT
417 PENDLETON STREET, ROOM 201
WAYCROSS, GEORGIA 31501**

BID ENVELOPE SHOULD BE MARKED: Bid # FY19-23

Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within thirty (30) days after bid opening.

**P. O. Drawer 99
Waycross, Georgia 31502-0099
(912) 287-2956**

**CITY OF WAYCROSS
PURCHASING DEPARTMENT
REQUEST FOR BID
LARGE FORMAT MACHINE
FY19-23
May 15, 2019**

GENERAL

The City of Waycross is accepting bids from interested vendors for the purchase of a new model **Large Format Printer/Scanner/Copier** to be used in our City Engineering Department. Bids will be accepted until **10:00 A.M., Thursday, May 30, 2019**. Envelope must be sealed and marked FY19-23 Large Format.

BID FORMAT

Bids shall be submitted in the following format and include the following information.

- Detailed description, specifications and brochures to be included.
- Request for quote properly filled out and signed.
- List of 5 contact names of current users of this machine with phone numbers.(Preferred local government area users.)

TERMS AND CONDITIONS

The City of Waycross reserves the right to accept or reject any and/or all bids and to make an award in the best interest of the City which may or may not be low bid.

Bids must be mailed to the City of Waycross, Purchasing Department, PO Drawer 99, Waycross, GA 31502 or hand delivered to the Purchasing Department, 2nd floor City Hall, 417 Pendleton Street, Waycross, GA 31501.

Questions regarding this request for proposal should be directed to:

Linda Jones, CPPB
Purchasing Director
912-287-2956
ljones@waycrossga.com

Technical Questions should be directed to:

Eric Tomlin
Engineering Department
912-287-2945
etomlin@waycrossga.com

FY19-23

**MINIMUM REQUIREMENTS CANON IMAGE PROGRAF TX-3000
MFP OR AN ACCEPTABLE ALTERNATE**

- 36" wide copier/scanner with stand – 2 roll system
- Networked – Ready to work with current Windows Operating Systems.
- Multi file format
- Color and black/white scan and print
- 600 DPI resolution
- Inkjet printer
- Maintenance agreement to include all parts, labor, and covered supplies except consumables/ paper. Cost per linear foot.
- Location and estimated response time of repair personnel.

REQUEST FOR QUOTATION	
BID #:	FY19-23
DATE:	May 15, 2019
THE ABOVE NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE.	
THIS IS NOT AN ORDER	
CHARGEABLE ACCOUNT NUMBER	
<p>PLEASE QUOTE ON THIS SHEET IN SPACES INDICATED BELOW FOR THE ARTICLES DESCRIBED. NOTE DELIVERY REQUIRED AND IN QUOTING, ADVISE DEFINITE DELIVERY. BASE YOUR QUOTATION ON THE TERMS AND CONDITIONS PRINTED AND/OR TYPED HEREON.</p>	

CHARGEABLE ACCOUNT NUMBER

WE QUOTE YOU AS BELOW

DATE _____

DELIVERY REQUIREMENT		DELIVERY PROMISED	TERMS	F.O.B. 417 Pendleton Street Waycross, GA 31501	
ASAP ARO		Days	% Days		
ITEM	QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
		QUOTE AS PER ATTACHED SPECIFICATIONS			
1.	Each	36" Large format Copier/Scanner/Printer			\$
		Make:			
		Model:			
		Warranty:			
		Location and response time of repair/service technician:			
		Maintenance Agreement Price Per Linear Foot			\$
		TOTAL DELIVERED PRICE			\$

LINDA E. JONES, CPPB
PURCHASING DIRECTOR

QUOTATION REQUEST