



INVITATION FOR BID

IFB # 2019-41 COPIERS FOR LEASE

The Town of Bluffton is soliciting competitive sealed bids from experienced and qualified Offerors to provide four (4) copiers for a thirty-six (36) month lease and maintenance contract. Offerors will provide a monthly cost with price per page for color and black & white, automatic ordering of supplies, quarterly preventive maintenance (including firmware updates, etc.), and same business day service for requests submitted before 11:00 AM. The Town of Bluffton is interested in contract prices which are more competitive than those available on the State of South Carolina IT contract schedules.

The four (4) units will be located at the following locations:

- One (1) unit at 2 Recreation Court at the Town of Bluffton Public Works building
- Two (2) units at 101 Progressive Street at the Town of Bluffton Law Enforcement Center
- One (1) unit at 20 Bridge Street at the Town of Bluffton Town Hall

Unit capabilities must be similar to the following models:

- Xerox model W7855PT
- Xerox model W7830PT
- Xerox model W7225PT
- Xerox model W7220PT

Offerors must be able to provide all of the documents described in the instructions for bid, meet the minimum qualifications described herein, and agree to comply with applicable specifications, standards, laws, regulations, other Federal, State or local requirements to be considered a responsive and responsible Offeror.

The Town reserves the right to waive any irregularities, informalities or technicalities and may, at its discretion, request a new solicitation. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your bids, or to procure or contract for any articles of goods or services.

The Town reserves the right to reject all bids if such bids exceed available funds. The Town will decide which submittal is the lowest priced, qualified, responsive and responsible based on the following criteria:

1. Offeror has a local presence to provide same day service for requests submitted before 11:00 AM.
2. Offeror has adequate resources or subcontractors to perform the work properly and expeditiously. The Town reserves the right to approve of all subcontractors.
3. Offeror has suitable financial status to meet obligations incident to the work.
4. Offeror provides three (3) references for whom they provided service work in the last five (5) years.
5. Consideration may be given to matters such as contractor integrity, compliance with public policy, and record of past performance.

The solicitation and all associated documents can be accessed from the [Town of Bluffton's Purchasing webpage](#) under the Bid Opportunities icon. Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the Town's Purchasing Center website. It is the Offeror's responsibility to check the website for updates.

Questions and Inquiries

Offerors are required to submit questions in writing via email to the Project Manager no later than:

4:00 PM, Monday, April 1, 2019

Tommy Sunday

tsunday@townofbluffton.com

Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the Town's Purchasing Center webpage. It is the Offeror's responsibility to check the website for updates.

Offerors are expected to ask for clarifications in a timely manner. No assumptions, exceptions, or modifications to the bid sheet are permitted.

Submittal of Sealed Bids

Sealed bids shall be received by or prior to:

2:00 PM, Monday, April 8, 2019

The closing date and time shall be scrupulously observed. Packages containing submittals shall be presented such that they may be easily identified. The outside of the package shall be identified as follows:

**Town of Bluffton
20 Bridge Street
Bluffton, South Carolina 29910**

IFB # 2019-41
Copiers for Lease
Attn: Tommy Sunday

Offerors shall submit one (1) original and one (1) copy by the stated deadline. An additional copy saved on a thumb drive is not required. Packages shall be delivered by USPS, other carrier or courier, or in person to the Customer Service counter.

Public Opening of Sealed Bids

A public opening will be held **15 minutes following the submittal deadline** at the following location:

Town Hall Main Conference Room
20 Bridge Street
Bluffton, South Carolina 29910

The name of Offerors submitting responses shall be read aloud and recorded. In the case of an Invitation for Bid, the total price offered may also be announced. An Intent to Award notification shall be posted on the [Town of Bluffton's Purchasing webpage](#) upon final determination.

Late Submittals

Under no circumstances shall submittals be delivered after the time specified. The Town will not be responsible for late deliveries or delayed mail. It is the Offeror's sole responsibility to assure that submittals are complete and delivered timely. Oral offers or offers by facsimile or email are not acceptable.

Restricted Discussions

All prospective Offerors are hereby instructed not to contact any member of the Town of Bluffton Town Council, the Town Manager, nor any Town of Bluffton staff member other than the named point of contact contained herein or the Town Purchasing & Contract Administrator regarding this opportunity during the solicitation process. Any such contact shall be a cause for rejection of the submittal.

INSTRUCTIONS AND INFORMATION FOR OFFERORS

DUE DILIGENCE

While the Town has used considerable efforts to ensure an accurate representation of the information in this IFB, each prospective Offeror is urged to conduct its own investigation into the material facts. The Town shall not be held liable or accountable for any error or omission in any part of this IFB.

COST SCHEDULE / BID SHEET

Offeror must fill in unit prices in figures, make extensions of each item and total as indicated on the form provided. No assumptions, exceptions, or modifications to the bid sheet are permitted. Prices shall be valid for ninety (90) days from the date of submittal.

PROPRIETARY INFORMATION MUST BE MARKED

A bid is a public document under the South Carolina Freedom of Information Act (FOIA) except as to information which may be treated as commercial, financial, or privileged and confidential as defined by S.C. Code Section 11-35-410. Firms should mark the pages containing any commercial, financial or privileged and confidential information as "PROPRIETARY".

ADDENDA

All addenda issued shall be acknowledged in the place so designated.

BID SUBMITTALS

A bid cannot be withdrawn after it is filed, unless Offeror makes written request to the Town prior to time set for opening of bids, or unless the Town fails to accept bid within 90 days after date fixed for opening of bids. If any Offeror refuses to enter into a contract, the Town will retain any Bid Security provided as liquid damages but not as a penalty.

FORM OF AGREEMENT

Form of Agreement is added as an attachment hereto.

AWARD

The Town's intent is to make an award within funds available to the lowest priced, qualified, responsive and responsible Offeror. The Town reserves the right to reject any or all bids and to waive technicalities and informalities.

The Town reserves the right to select pricing alternates in determining the lowest bid. If such bid exceeds available funds, the Town may reject all bids.

CONTRACTOR/SUBCONTRACTORS TO BE SATISFACTORY TO TOWN

The Contract will not be awarded to any Offeror or Offerors who have failed in any contractual obligations to the Town, or who has on any previous contract performed in a manner

unsatisfactory to the Town, either as to the character of the work, the fulfillment of guarantees or the time consumed in its completion. Subcontractors shall also be satisfactory to the Town. Contractor shall identify intended Subcontractors; Subcontracts shall include all Federal, State, local regulatory and other Agency requirements, as well as the insurance requirements of the prime contract between Contractor and the Town.

SURETY AND INSURANCE COMPANIES

The Contract provides that the surety and insurance companies must be acceptable to the Town. To avoid inconvenience, any Offeror or subcontractor should confer with the Town to determine whether the surety or insurance companies expected to be used on the work are acceptable to the Town. Insurance coverages are attached hereto as an attachment to the contract.

PROTEST

Any prospective Offeror, offeror, contractor or subcontractor who is aggrieved in connection with the solicitation of this contract or with the intended award may protest to the Town in accordance with Section 2-289 of the Town of Bluffton Purchasing Ordinance.

COMPLIANCE

Offerors, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Offerors will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- The Federal-aid Highway Act of 1973, (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 *et seq.*), (prohibits discrimination on the basis of age);

- Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
 - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
 - The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Offerors shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 *et seq.*); the Davis-Bacon Act (40 U.S.C. 3141 *et seq.*); McNamara-O’Hara Service Contract act (41 U.S.C. 351 *et seq.*); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 *et seq.*); Walsh-Healy Public Contracts Act (41 U.S.C. 35 *et seq.*); Copeland Anti-Kickback Act (40 U.S.C 3145).

Offerors shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.

Offerors shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.



TOWN OF BLUFFTON

SOLICITATION NO: 2019-41
ISSUED BY: Tommy Sunday
EMAIL: tsunday@townofbluffton.com

SUBMITTAL PACKAGES DUE:

CLOSING DATE: Monday, April 1, 2019

CLOSING TIME: 2:00 p.m.

FAX / E-Mail not accepted

PROJECT TITLE & DESCRIPTION: COPIERS FOR LEASE

ACKNOWLEDGEMENT OF ADDENDA: This bid is submitted subject to Addenda numbers ____ through ____.

THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this solicitation for the services to be provided, and is in all respects true, accurate and without collusion or fraud. I certify that pricing submitted is valid for 90 days from the date of submittal.

Check items attached:

- Bid form
 Three references



IFB # 2019-41, COPIERS FOR LEASE BID FORM

Copier make/model	Price per page – color	Price per page – B&W	Lease price per month

Included in this price is quarterly preventive maintenance (including a check for any problem issues and firmware updates). There is no surcharge for same day service as long as help desk tickets are submitted before 11:00 AM.

REFERENCES: provide the name, company name, email address and phone number of three (3) points of contact for whom Offeror has performed maintenance in the last five years.

1.

2.

3.

CONTRACTOR: _____

Authorized representative: _____

Signature: _____

Telephone Number: _____

Date: _____

This bid is in effect for 90 days following bid opening.