

## Request for Quote

*This is not a sealed bid. Quotes can be emailed or faxed to the Office of the Purchasing Agent. See instructions below.*

The City of Knoxville requests your delivered price for the supply of seventeen (17) each, NEW, HP LaserJet Pro MFP M426fdw Multifunction printers complete with 3 year Exchange Service as specified below. **NO SUBSTITUTION.**

Price of each printer is to include shipping and inside delivery – FOB Destination our facility.

All printers purchased as part of this agreement must be NEW and be as specified. Used or reconditioned printers are NOT acceptable.

### DELIVERY:

Delivery will be to the City of Knoxville, Department of Information Systems, Room L123, 400 Main Street, Knoxville, Tennessee 37902 ATTN: Help Desk.

Delivery must be during normal business hours, Monday-Friday, 8:00 am to 3:30 pm. No after hour, holiday or weekend deliveries will be accepted.

Time of delivery is part of the consideration and must be stated in definite terms; time of delivery is guaranteed by the bidder and must be adhered to upon award. If time varies on different items, the bidder shall so state.

The right is reserved to cancel this order if not filled within the contract time.

### PURCHASE ORDERS:

The successful bidder must be willing to accept a purchase order from the City of Knoxville. Standard payment term for the City is Net 30.

It is the intent of the City to issue three separate purchase orders, one for fifteen printers, and two for the providing of one each, for a total of seventeen. The successful bidder will ship and issue invoices accordingly. All equipment will be shipped to the same location.

### BUSINESS LICENSING:

Questions regarding business licensing requirements should be directed to the City of Knoxville, Revenue Office at (865) 215-2937 or 215-3135.

### SPECIFICATIONS:

#### QUANTITY

#### DESCRIPTION

17 EACH	HP LaserJet Pro MFP M426fdw Multifunction printer – B/W – Laser – Legal (8.5”x14”) (Original) –A4/Legal (media) – up to 40 ppm (copying) – up to 40 ppm (printing) – 350 sheets-33.6 kbps-USB 2.0, Gigabit LAN, Wi-Fi (n), USB host, NFC. <b>Mfg #: F6W15A#BGJ Manufacturer: HP Inc. NO SUBSTITUTION</b>
17 EACH	HP 3y Next business day Exchange LaserJet M42x MFP SVC LaserJet M426, 3 year Exchange Service. <b>Manufacturers Part # U8TR2E NO SUBSTITUTION</b> (HP ships replacement next business day, 8 am – 5 pm, Standard Business days, excluding HP Holidays. HP prepays return shipment.)

**ADDITIONAL INFORMATION:**

Bidder shall verify quote before submission, as quotes cannot be withdrawn or corrected after being opened. Quotes will be evaluated by unit price.

The City of Knoxville reserves the right to reject any or all bids, to accept or reject any items thereon, to waive technicalities or informalities, to split orders if in the best interest of the City, to evaluate bids by various criteria, and to accept any quote which, in its opinion, may be for the best interest of the City.

**MODIFICATIONS:** If modifications to this document are necessary, such changes will be made in the form of an addendum, posted to the Purchasing website: [www.knoxvilletn.gov/bids](http://www.knoxvilletn.gov/bids). It is the vendor's responsibility to review the website to ascertain whether such addenda have been posted.

**INCLEMENT WEATHER:** During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:

- If City offices are closed due to inclement weather on the date that quotes are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
- The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

**In order for your quote to be considered for award, your completed form must be received by the Purchasing Office via email, fax, or hard copy no later than 2:30 p.m. (Eastern Time) on Wednesday, March 14, 2018. Late submissions shall not be accepted.**

Prior to submitting their quote, vendors are to be registered with the Purchasing Division through the City of Knoxville's online Vendor Registration system. Instructions for registering on-line are available at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing).

By submitting a quote to the City of Knoxville, the submitter warrants the following:

1. The quote is good for 60 days.
2. The Quoter is licensed to conduct business.
3. The Quoter will use environmentally friendly products and services whenever possible.
4. The Quoter has not entered into any collusion with any person in respect to the pricing of this order or any other.
5. The Quoter represents and agrees to the termination clause, and indemnification clause attached to this document.
6. The Quoter, to the best of its knowledge and belief, does not engage in investment activities in Iran and is not on the list created pursuant to T.C.A § 12-12-106 (available at [https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106\\_Iran\\_Divestment\\_Act\\_updated\\_7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf))
7. The Quoter shall be responsible for full compliance with all applicable federal, state, and local laws, rules and regulations.

Please complete the attached Quote Sheet and send your written quote to either the email address or fax number shown below:

Linda Blackburn  
Senior Buyer  
City of Knoxville  
[lblackburn@knoxvilletn.gov](mailto:lblackburn@knoxvilletn.gov)  
FAX: (865) 215-2277

## **INDEMNIFICATION CLAUSE**

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City; and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above.

The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

## QUOTE SHEET LASERJET PRINTERS

Having carefully examined the printer specifications, and having familiarized ourselves with the service, delivery and billing requirements, we hereby propose to furnish the supervision, labor, materials, equipment, delivery, and services to supply the items as specified and do the work as stated for the following amounts:

DESCRIPTION	PRODUCT # MANUFACTURER	UNIT PRICE	QUANTITY	TOTAL
ITEM 1:				
HP LaserJet Pro MFP M426fdw Multifunction printer as specified. Mfg #: F6W15A#BGJ Manufacturer: HP Inc. <b>NO SUBSTITUTION</b>	_____ Product # _____ Manu.	_____ x	<u>17</u> =	_____
ITEM 2:				
HP 3y Nbd Exch LaserJet M42x MFP SVC LaserJet M426, 3 year Exchange Service as specified Mfg# U8TR2E <b>NO SUBSTITUTION</b>	_____ Product # _____ Manu.	_____ x	<u>17</u> =	_____
				TOTAL _____

Bidder GUARANTEES delivery to be no later than \_\_\_\_\_ days from date of order.

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

Signature of Quoting Official: \_\_\_\_\_

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

Email: \_\_\_\_\_