

**CITY OF MISSION
SOLICITATION, OFFER AND AWARD FORM**

**SOLICITATION INFORMATION
REQUEST FOR BIDS (RFB)**

1. BID NO.: 20-132-01-31
2. ISSUE DATE: January 17, 2020
3. FOR INFORMATION CONTACT: (No collect calls)
NAME: Crissy Cantu, Buyer
TELEPHONE: (956) 580-8667 **FAX:** (956) 580-8798
E-MAIL: ccantu@missiontexas.us

4. BRIEF DESCRIPTION:

Lease of Copiers

5. PRE-BID CONFERENCE/GENERAL CONTRACTORS MEETING:
(ATTENDANCE IS Highly Recommended)
****** There WILL be a conference. ******
LOCATION: City of Mission
 1201 E. 8th Street
 Mission, TX 78572
DATE: January 24, 2020
TIME: 10:00 AM CST

6. ADVERTISING DATES:
 1st Week of Advertisement Date: __01__ / __17__ / 2020__
 2nd Week of Advertisement Date: __01__ / __24__ / 2020__

7. SUBMIT OFFER TO:
Mailing/Hand/Commercial Courier Delivery

City of Mission
Purchasing Department
 1201 E. 8th Street R101
 Mission, TX 78572
 Bid # 20-132-01-31

8. OFFER SUBMISSION DUE DATE AND TIME:
DATE: January 31, 2020
TIME: 2:00 PM CST

9. No Facsimiles or late arrivals will be accepted. Any bids received after offer submission due date and time will not be opened and will be returned. City of Mission Purchasing Department time stamp clock will be the governing time for acceptability of bids. Overnight mail must also be properly labeled on the outside of the express envelope or package in reference to RFB.

10. SUBMIT WITH OFFER: Original offer and 2 photocopies including documents and attachments so indicated on Page 2 of this form.

11. Offers submitted in response to an RFB will be opened publicly by The City of Mission Purchasing Department, immediately after the submission due date and time. Offers submitted in response to an RFP will NOT be publicly opened.

12. FIRM OFFER PERIOD: Offers submitted shall remain firm for a period of 60 calendar days from the final due date for bids.

13. NOTE: For Invitation for Bids, "offer" and "offeror" mean "bid" and "bidder".

OFFER
(To be completed by Offeror)

14. In compliance with the above, the undersigned agrees, if this offer is accepted within the period specified in Block 12, above, to furnish any or all items, or provide the service(s), upon which prices are offered in the Schedule at the price set opposite each item or service, and to deliver the item(s) and or perform the service(s) at the designated location(s) within the time specified.

15. BIDDERS NAME, ADDRESS: (Type or Print)

TELEPHONE: **E-MAIL:**
CELL PHONE: **FAX:**

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN THE OFFER: (Type or Print)

17. BIDDERS SIGNATURE & DATE:

AWARD
(To be completed by City of Mission)

18. TOTAL AMOUNT OF AWARD:

19. PURCHASING AGENT SIGNATURE & DATE OF AWARD:

Name: _____ Signature: _____ Date: ____/____/____

SOLICITATION INDEX

20. CONTENTS: (DOCUMENTS WITH A YES ARE TO BE SUBMITTED WITH OFFER)

	NAME	FORM DESCRIPTION	SUBMIT WITH OFFER?
●	Cover Sheet	Solicitation, Offer and Award Form (Complete in its entirety to include Sign and Date)	YES
●	Instructions to Bidders	General Terms & Conditions	YES
		Delivery Terms	YES
		Insurance Certificate	NO
●	Specifications/Scope of Work	Description of Lease of Copiers	YES
●	Non-Collusive Bidding Certificate	Vendor Acknowledgement Form (Signed & Executed)	YES
●	Pricing Schedule	Signed and Completed (Signed & Executed)	YES
●	Addenda Checklist	Confirmation Receipt of Addendum(s) (Signed & Executed)	YES
●	Disclosure of Interested Parties	Disclosure of Interested Parties (Signed & Executed)	NO
●	Bidder's General Questionnaire	General Questions (Supporting Documentations) (Signed & Executed)	YES
●	CIQ Questionnaire	Conflict of Interest Questionnaire This form will be requested before Award of Contract (Signed and Executed)	NO

21. ACKNOWLEDGMENT OF ADDENDUMS:	ADDENDUMS #	DATE	ADDENDUMS #	DATE
Offeror acknowledges receipt of the following addendum(s) to the solicitation:				
(Identify addendum number and date of each.)				

*****Firm name and authorized signature must appear on each page that calls For this information. Failure to do so may disqualify your Bid *****

City of Mission
Instructions to Bidder – General Terms & Conditions
Bid Name/No.: Lease of Copiers / 20-132-01-31

Please read your specifications thoroughly and be sure that the offered complies with all requirements. Any variation from the specifications will not be allowed. If you are the successful bidder, it will be required that **“Lease of Copiers”** be provided as specified.

- (1) Sealed bids will be received for **“Lease of Copiers”** in accordance with the specifications attached hereto.
- (2) The item(s) under this proposal shall be new and unused. All specifications shown are minimum requirements. There is no intention to disqualify any bidder who can meet these specifications.
- (3) **One (1) original and two (2) copies** of RFB **must** be enclosed in a **sealed envelope with vendor’s name and return address clearly typed/printed on upper left hand corner and proper notation clearly type/printed on the lower left hand corner “Request for Bids” – “Lease of Copiers - Bid No. 20-132-01-31”** and delivered to City of Mission Purchasing Department, 1201 East 8th Street, Mission, Texas 78572 **on or before 2:00 p.m., Friday, January 31, 2020. No Facsimiles or late arrivals will be accepted. Any RFB received after that time will not be opened and will be returned. Overnight mail must also be properly labeled on the outside of express envelope or package in reference to RFB.**
- (4) Bids must give full firm name and address of bidder, and be manually signed. Failure to do so will disqualify your bid. Person signing bid must show title or **AUTHORITY TO BIND HIS FIRM IN A CONTRACT.** *Firm name and authorized signature must appear on each page that calls for this information.*
- (5) Acknowledgment of Addendums to Invitation for Bids
 - (a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
 - (b) Bidders shall acknowledge receipt of any addendums to this solicitation: (1) by signing and returning the addendums; or (2) by identifying the addendums number and date in the space provided for this purpose on the bid form; or (3) by letter or telegram. The City must receive the acknowledgment by the time and at the place specified for receipt of bids.
- (6) Bids **cannot** be altered or amended after opening time. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Mission.
- (7) STATE SALES TAX MUST NOT BE INCLUDED IN BID. Contractors are not tax exempt.
- (8) Any additions, deletions, or variations from the following specifications will not be allowed. Any parts not specifically mentioned which are necessary for the work to be complete and for use or which are normally furnished as standard equipment shall be furnished by the successful bidder and shall confirm in strength, quality, and workmanship to the accepted standard of the industry.
- (9) Evaluation and Basis for Award
 - (A) One Award

One contract award is anticipated under this solicitation. Multiple contract awards shall not be made.
 - (B) Definite Quantities

The quantities specified in the Schedule shall be leased under this solicitation.
 - (C) Unit and Extended Pricing

Offerors shall insert the unit price and extended amount for each line item offered on the price schedule. If a line item is offered at "No Cost," enter "No Cost" in the unit price column. Additionally, offerors shall calculate and insert the total price in the space provided on the price schedule. In the event of discrepancies in extended price, unit prices will govern. Cost for delivery is to be included in the unit and extended price. Bids subject to unlimited price increase will not be considered.

(D) All or None Pricing

Failure of an offeror to provide prices for all line items listed on the Schedule shall be cause for rejection of the entire offer. However, an offeror may enter "No Cost" in the unit price and extended amount columns to indicate that the item is being offered at "No Cost."

(10) Award of Contract

(A) The contract will be awarded to the lowest responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the City, price and other factors considered. A responsible bidder is one who affirmatively demonstrates to the City that the bidder has adequate financial resources and the requisite capacity, capability, and facilities to perform the contract within the delivery period or period of performance, has a satisfactory record of performance on other comparable projects, has a satisfactory record of integrity and business ethics, and is otherwise qualified and eligible to receive award under the solicitation and laws or regulations applicable to the procurement.

(B) In determining the best value for the municipality, the municipality may consider:

- 1) the purchase price;
- 2) the reputation of the bidder and of the bidder's goods or services;
- 3) the quality of the bidder's goods or services;
- 4) the extent to which the goods or services meet the municipality's needs;
- 5) the bidder's past relationship with the municipality;
- 6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- 7) the total long-term cost to the municipality to acquire the bidder's goods or services; and
- 8) any relevant criteria specifically listed in the request for bids or proposals.

(11) Brand Name or Equal Brand Name Specifications

The items called for in this solicitation are identified by brand name with their respective salient characteristics. These brand name identifications are not intended to be restrictive. The salient characteristics provided are the minimum criteria that shall be acceptable to the City. Items offered must be the same brand names specified or different brand names that meet or exceed the salient characteristics listed. Offers for items that do not satisfy the required salient characteristics shall not be considered for award. The City reserves the right to determine if items meet or exceed the salient characteristics. Offers for "Equal Brand Name" items shall be considered for award if such items are clearly identified in the offer, and are determined by the City to satisfy the stipulated salient characteristics.

(12) Sample Requirements

Upon request, the bidder agrees to supply at no cost to City samples of the products proposed for testing prior to contract award. Samples will be available and submitted to City within five (5) days of request, oral and written, by City and will be returned at bidder's cost only on request from the vendor after testing is complete. Parts returned may not be in the same condition as originally sent to and received by City. Function test (if required) is verification that the parts meet the manufacturers specification and/or performance requirements.

(13) Descriptive Literature

(a) Bidders shall submit, along with the Schedule, descriptive literature for all items that are not described by specific manufacturer, and/or for items that the bidder is offering as an "Equal Brand Name." Descriptive literature must be (1) received by the time specified in this solicitation for receipt of bids, and (2) clearly marked to identify the specific item(s) of the bid to which it applies.

(b) "Descriptive literature" means information furnished, such as cuts, illustrations, drawings, and brochures that clearly shows an item's characteristics, construction, or explains its operation.

(c) Descriptive literature is used to determine whether the item(s) offered comply with the solicitation requirements. It is used to identify details of the item(s) pertaining to such significant elements as: (1) design; (2) materials; (3) components; (4) performance characteristics; and (5) methods of manufacture, assembly, construction, and/or operation. Descriptive literature includes only that information required to determine the technical acceptability of the offered product. It does not include other information such as that used to determine a prospective contractor's responsibility, or for maintaining the item(s).

(d) Failure of a bidder to submit descriptive literature on time, or failure of the descriptive literature to clearly show that the item(s) offered conform to the requirements of this solicitation shall result in rejection of the bid as nonresponsive.

(14) Term of Contract

Lease Contract will be for a period of five (5) years, commencing from date of award and ending five (5) year thereafter.

(15) When delay can be foreseen, bidder shall give prior notice to the City of Mission. Bidder must keep City of Mission advised at all times of status of order. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City of Mission to purchase such deliver/service **"Lease of Copiers"** off contract. The contractor will be liable for any increase in cost incurred due to defaulting for **"Lease of Copiers"**.

a. Acceptable reasons for delayed delivery(ies) are as follows; Act of God (floods, tornadoes, hurricanes, etc.), acts of government, fire strikes, war. Actions beyond the control of the successful bidder.

(16) Quote F.O.B. Mission, Texas. If not quoting, show guaranteed exact cost to deliver. Bid in units of quantity specified extend and show total.

(17) The City may hold bids **60 days** after bid opening without taking action. Bidders are required to hold their bids firm for same period of time.

(18) The City of Mission reserves the right to reject any or all bids, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Mission.

(19) Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type, style or quality of material desired. If a bidder quotes on an article other than the one specified, which he/she considers comparable, the name and grade of said article must be specified in the bid and sufficient specifications and descriptive data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the article called for.

(20) The bidder agrees to indemnify and save harmless the City, the Purchasing Agent and any assistants from all suits and actions of every nature and descriptive brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

(21) Bidder shall carefully examine the bid forms, general terms and conditions, and specifications. Should the bidder find discrepancies in, or omissions from bid forms, general terms and conditions, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Agent (Mission City Hall, (956) 580-8667) and obtain clarification by addendum prior to submitting any bid.

(22) BILLING AND PAYMENT INSTRUCTIONS:

Invoices must include:

- a. Name and address of successful vendor
- b. Name and address of receiving department or official
- c. Purchase Order Number (if any)
- d. Notation - **“Lease of Copiers”**
- e. Descriptive information as to the items or services delivered, including product code, item number, quantity etc.

The City of Mission will execute payment by mail within thirty (30) working days. No other method of payment will be considered.

- (23) Funds for this procurement have been provided through the City budget for this fiscal year only. City, on an annual basis, has the right to reconsider a contract during the budget process for the ensuing years if financial resources of City are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the City which is payable out of funds beyond the current fiscal year.
- (24) The geographical location(s) of bidder’s facilities referenced **“Lease of Copiers”** given due consideration in determining the lowest responsible bidder. All items will be evaluated and awarded individually or in any combination thereof.
- (25) Bidders are advised that any part of the specifications that are not met within the time of completion/delivery regardless of how major or minor it might be shall be grounds for none acceptance of delivery and forfeiture of bid bond.
- (26) The City of Mission reserves the right to waive or take exception to any part of the specifications when in the best interest of the City of Mission.
- (27) Number of days required for delivery after receiving notice of award under **“Lease of Copiers”** must be stated below. Failure to so state number of days will obligate bidder to make delivery within **thirty (30) days from** notice of award.
- (28) **LIQUIDATED DAMAGES FOR DELAY:** And the CONTRACTOR agrees that time is the essence of this contract, and that for each day of delay beyond the number of working days herein agreed upon for the completion of the work herein specified and contracted for (after due allowance for such extension of time as is provided for under Extension of Time herein) above the OWNER may withhold permanently for the CONTRACTOR’S total compensation, the sum of two hundred fifty dollars per day Dollars \$250.00/day as stipulated damages for such delay.
- (29) Bidders must comply with all applicable federal, state and local laws, rules, regulations and ordinances and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.
- (30) Bidders are advised that they must be in compliance with the below mentioned law:
CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person’s affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Mission not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A

PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

(31) Disclosure of Interested Parties

Contractor is to comply with Government Code Section 2252.908 enacted by H.B. 1295, which prohibits a government entity or state agency from entering into certain contracts with a business entity unless the business entity submits a disclosure of interested parties. For more information go to the Texas Ethics Commission web page at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

(32) Termination of Contract: The City of Mission reserves the right to terminate the contract if, in the opinion of the City of Mission, the successful vendor's and/or contractors performance is not acceptable, if the City is being repeatedly overcharged, improperly charged, no funds available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a **30-day notice**.

(33) Appeal Process

An appeal may be brought by the lowest bidder deemed to have been non-responsive and/or not responsible.

Appeals are limited to the following:

1. Matters of bias, discrimination, or conflict of interest
2. Computing errors and alleged improprieties or ambiguities in bid specifications; and
3. Non-compliance with procedures described in solicitation or City Policy.

The appeal must be in writing and shall be filed with the Purchasing Director at:

City of Mission
Eduardo Belmarez, Purchasing Director
1201 E. 8th Street, Room R-101
Mission, Texas 78572

Appeals must include the following information:

- a. Name, address, email, telephone and fax number of appellant;
- b. Bid identification number;
- c. A detailed description of the legal and factual basis of the appeal (include any and all relevant documents, diagrams, photos, etc.);
- d. The desired outcome/solution;
- e. Signed and dated

All appeals must be filed within three (3) working days from the date of award by City Council. Untimely appeals will not be considered. Upon receipt of the appeal, the Purchasing Director will have three (3) working days to attempt to clarify or resolve any issues addressed in the request for appeal.

If the appeal is not resolved with the Purchasing Director, then it shall be considered at a public hearing at the next City Council meeting. All determinations made by the City Council are final.

**City Of Mission
Specifications
Bid Name/No.: Lease of Copiers / 20-132-01-31**

Scope of Work: The City of Mission is accepting bids for a five-year contract for the lease and maintenance of copiers.

Specifications: Please read the specifications listed below thoroughly and be sure to comply with all requirements as described.

Requirements: The vendor shall provide maintenance service for each unit. Maintenance shall include the manufacturer's standard recommended maintenance and all of the following requirements:

- a. Preventive maintenance based upon specific needs of the individual unit, necessary equipment adjustments, and replacement of all unserviceable parts.
- b. The service technician will be on-site for each maintenance call within four (4) business hours.
- c. Service shall be performed during the normal business workday, Monday through Friday, 8:00 AM to 5:00 PM.
- d. Maintenance service shall be performed by fully trained technicians.
- e. Maintenance shall include training and basic support for City of Mission specified employees throughout the life of the contract.
- f. Maintenance to include all parts, labor, preventive maintenance, toner, everything with the exception of paper and staples.
- g. Contractor shall provide all consumable supplies, except paper, throughout the life of the contract.
- h. Security- All machines are to be compliant to ISO 15408 with a TOE of the entire machine.
- i. The Contractor shall provide System Integration Service for software support.
- j. All products must meet or exceed the form, fit and function of the specifications.
- k. All products shall interface to existing system without any modifications to the networking system currently installed.
- l. Remote network setup and monitoring capability is to be included.
- m. Bid price is to include removal, return and pick up charges.
- n. Property tax is to be include in the Bid Price
- o. One single consolidated invoice to include all ten (10) copiers identified by department.
- p. For these ten (10) copiers, available rollover clicks will be applied against any overage charges.
- q. The City is requiring a lease contract that includes a roll-over pool that includes all ten (10) machines. We are looking for:
 - 1,000,000 monochrome clicks and 300,000 color clicks.
 - This roll-over pool must be shared with the ten(10) machines.
- r. Monthly maintenance to include all parts, labor, preventive maintenance and toner
- s. Account codes for monitoring and limiting usage
- t. Software support needed for Incode;, for MEDC/CEED building, Incode, Apple MAC, Iphone, Ipad, or Android.
- u. Networking Systems are a combination of both Windows and MAC Systems

Locations and Description: The City of Mission has seven department locations with a total of ten (10) copiers. See attached list of department locations with number of copiers per department.

1. City of Mission-C.D.B.G.
 - Address to be delivered: 1301 E. 8th Street, Ste. 102; Mission, TX 78572
 - 1 copier-BIZHUB C458 or Approved Equal
 - Approximate Monthly Usage: Monochrome: 2,982
 - Color Mid Volume Multi-Function Printer
 - Machine is to be configured to black and white.
 - First copy out time between 4-8 seconds
 - Standard Automatic Duplexing
 - Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
 - Copy, Scan, Fax, Network scanning
 - Sort, Staple, and 2-3 Hole Punch (Staple = 50 page max)

- High performance Scan Resolution 600x600 dpi
- Copy Resolution up to 600x 600dpi
- Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
- Scans max paper size 11x17 at 600dpi with 256 grayscales
- External Finisher
- 3000 sheet large capacity cassette
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: _____ days.

2. City of Mission – C.E.E.D. Building

Address to be delivered: 801 N. Bryan Rd.; Mission, TX 78572

- 4 copiers- BIZHUB C458 or Approved Equal
- Approximate Monthly Usage (1): Monochrome: 3,281 Color: 1,332
- Approximate Monthly Usage (2): Monochrome: 687 Color: 599
- Approximate Monthly Usage (3): Monochrome: 442 Color: 592
- Approximate Monthly Usage (4): Monochrome: 1,418 Color: 1,469
- Color Mid Volume Multi-Function Printer
- Machine is to be configured to black and white.
- First copy out time between 4-8 seconds
- Standard Automatic Duplexing
- Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
- Copy, Scan, Network scanning
- No Fax
- Sort, Staple, and 2-3 Hole Punch (Staple = 50 page max)
- High performance Scan Resolution 600x600 dpi
- Copy Resolution up to 600x 600dpi
- Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
- Scans max paper size 11x17 at 600dpi with 256 grayscales
- External Finisher
- 3000 sheet large capacity cassette
- Dual scan document feeder
- Printing from additional software (Apple MAC, Iphone, Ipad, or Android)

Days to deliver copier as per request after receipt of notice of award: _____ days.

3. City of Mission – Golf Course

Address to be delivered: 2201 N. Mayberry St. Mission, TX 78572

- 1 copier- BIZHUB 4052 or Approved Equal
- Approximate Monthly Usage: Monochrome: 1,656
- Monochrome Compact Multifunction Printer
- Machine is to be configured to black and white.
- Copy, Scan, Fax, Network scanning
- Network capability FTP/SMB Communication
- 40 PPM or better
- First copy out time between 9 seconds or less
- TCP/IP capable
- Large capacity paper tray to hold 500
- Fax memory
- No Finisher
- Feeder with duplex and copier with duplex (100 pages)
- Reduce and enlarge documents
- Scanning and copy resolution 600 DPI X 600 DPI (minimum) function standard print
- Color, scan and copy to send to folder, email etc.
- Network capability SMB

- Requires a stand/copy desk
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: _____ days.

4. City of Mission – Boy’s and Girl’s Club

Address to be delivered: 209 W. 18th Street; Mission, TX 78572

- 1 copier-BIZHUB 458 or Approved Equal
- Approximate Monthly Usage: Monochrome: 7,457
- Monochrome Mid Volume Multi-Function Printer
- Machine is to be configured to black and white.
- First copy out time between 4-8 seconds
- Standard Automatic Duplexing
- Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
- Copy, Scan, Network scanning
- No Fax
- High performance Scan Resolution 600x600 dpi
- Copy Resolution up to 600x 600dpi
- Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
- Scans max paper size 11x17 at 600dpi with 256 grayscales
- No Finisher
- 3000 sheet large capacity cassette
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: _____ days.

5. City of Mission – Sanitation

Address to be delivered: 2201 N. Mayberry St. Mission, TX 78572

- 1 copier- BIZHUB 4052 or Approved Equal
- Approximate Monthly Usage: Monochrome: 331
- Monochrome Compact Multifunction Printer
- Machine is to be configured to black and white.
- Network capability FTP/SMB Communication
- 40 PPM or better
- First copy out time between 9 seconds or less
- TCP/IP capable
- Large capacity paper tray to hold 500
- No Fax
- No Finisher
- Feeder with duplex and copier with duplex (100 pages)
- Reduce and enlarge documents
- Scanning and copy resolution 600 DPI X 600 DPI (minimum) function standard print
- Color, scan and copy to send to folder, email etc.
- Network capability SMB
- Requires a stand/copy desk
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: _____ days.

6. City of Mission-Museum Historical Museum

Address to be delivered: 900 Doherty Ave. Mission, TX 78572

- 1 copier-BIZHUB C458 or Approved Equal
- Approximate Monthly Usage: Monochrome: 1,229 Color: 1,891
- Color Mid Volume Multi-function Printer
- Machine is to be configured to black and white.

- First copy out time between 4-8 seconds
- Standard Automatic Duplexing
- Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
- Copy, Scan, Fax, Network scanning
- Sort, Staple, and 2-3 Hole Punch (Staple = 50 page max)
- High performance Scan Resolution 600x600 dpi
- Copy Resolution up to 600x 600dpi
- Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
- Scans max paper size 11x17 at 600dpi with 256 grayscales
- External Finisher
- 3000 sheet large capacity cassette
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: _____ days.

7. City of Mission – Facilities

Address to be delivered: 609 S. Canal Rd Mission, TX 78572

- 1 copier- BIZHUB 4052 or Approved Equal
- Approximate Monthly Usage: Monochrome: 339
- Monochrome Compact Multifunction Printer
- Machine is to be configured to black and white.
- Network capability FTP/SMB Communication
- 40 PPM or better
- First copy out time between 9 seconds or less
- TCP/IP capable
- Large capacity paper tray to hold 500
- No Fax
- No Finisher
- Feeder with duplex and copier with duplex (100 pages)
- Reduce and enlarge documents
- Scanning and copy resolution 600 DPI X 600 DPI (minimum) function standard print
- Color, scan and copy to send to folder, email etc.
- Network capability SMB
- Requires a stand/copy desk
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: _____ days.

City Of Mission
Vendor Acknowledgment Form - Non-Collusive Bidding Certification
Bid Name/No.: "Lease of Copiers"/ 20-132-01-31

I/We have read instructions to bidder and specifications. My/Our bid conforms to all bid specifications, conditions, and instructions as outlined by *CITY OF MISSION*.

Signing the Acknowledgment Form confirms that our company will enter into a binding contract with CITY OF MISSION for item(s) awarded to our company. I/We have read instructions to bidder and specifications.

The undersigned Bidder, by signing and executing this bid, certifies and represents to the CITY OF MISSION that Bidder has not been offered, conferred or agreed to confer any pecuniary benefit, as defined by §1.07(a)(6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent of employee of the CITY OF MISSION concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or member of the CITY OF MISSION in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or member of CITY OF MISSION in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

Date: _____

Company Name: _____

Signature: _____

Title: _____

Note: This form, along with the Execution of Offer, must be filled in and submitted with the sealed bid.

**City Of Mission
Pricing Schedule
Bid Name/No.: "Lease of Copiers"/ 20-132-01-31**

For any questions directly regarding the **"Lease of Copiers - Bid No. 20-132-01-31"**, please call or email:
Crissy Cantu, Buyer: ccantu@missiontexas.us

Line Item	Qty.	UOM	Item Description One Year Base	Monthly Unit Price (Including Clicks & Maintenance)	Extended Price (For 60 month period)
1.	60	Months	CDBG Department BIZHUB C458– Color Mid Volume Multi-Function Printer – Or Equal <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Color)	\$ _____ per copy	
			Overages (Black and White)	\$ _____ per copy	
2.	60	Months	CEED Building - Office BIZHUB C458– Color Mid Volume Multi-Function Printer – Or Equal <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Color)	\$ _____ per copy	
			Overages (Black and White)	\$ _____ per copy	
3.	60	Months	CEED Building – Front BIZHUB C458– Color Mid Volume Multi-Function Printer – Or Equal <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Color)	\$ _____ per copy	
			Overages (Black and White)	\$ _____ per copy	
4.	60	Months	CEED Building – Middle Left BIZHUB C458– Color Mid Volume Multi-Function Printer – Or Equal <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Color)	\$ _____ per copy	
			Overages (Black and White)	\$ _____ per copy	

5.	60	Months	CEED Building – Middle Right BIZHUB C458– Color Mid Volume Multi-Function Printer – Or Equal <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Color)	\$ _____ per copy	
			Overages (Black and White)	\$ _____ per copy	
6.	60	Months	Golf Department BIZHUB 4052– Monochrome Compact Mutlifunction Printer <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Black and White)	\$ _____ per copy	
7.	60	Months	Boy’s and Girl’s Club BIZHUB 458– Monochrome Mid Volume Multi-Function Printer – Or Equal <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Black and White)	\$ _____ per copy	
8.	60	Months	Sanitation Department BIZHUB 4052– Monochrome Compact Mutlifunction Printer <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Black and White)	\$ _____ per copy	
9.	60	Months	Historical Museum BIZHUB 458– Monochrome Mid Volume Multi-Function Printer – Or Equal <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Black and White)	\$ _____ per copy	
10.	60	Months	Facilities Department BIZHUB 4052– Monochrome Compact Mutlifunction Printer <input type="checkbox"/> Equal Manufacturer: _____ Part Number: _____	\$ _____	\$ _____
			Overages (Black and White)	\$ _____ per copy	
Total Base Not-to-Exceed Amount For (Line Items 1-10)					\$ _____

***Overages will be taken into consideration for award.**

Company Name: _____
Owner or President Name: _____
Company Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Fax Number: _____
Email: _____
Federal ID or SS# Number: _____

**Company Authorized Representative's Signature

Date

Company Representative's Name (Please Print)

Company Representative's Title

**Signature on this form indicates agreement with "Instructions to Bidder-General Terms and Conditions, Pricing, and Specifications"

**City of Mission
Addenda Checklist
Bid Name/No.: Lease of Copiers / 20-132-01-31**

Bid of: _____
(Bidder Company Name)

To: City of Mission

Ref.: "Lease of Copiers"/ 20-132-01-31

Ladies and Gentlemen:

The undersigned Bidder hereby acknowledges receipt of the following Addenda to the captioned RFB (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Respectfully submitted,

Bidder: _____

By: _____

(Authorized Signature for Bidder)

Name: _____

Title: _____

Date: _____

GENERAL BUSINESS QUESTIONNAIRE
(SUPPLIES, SERVICES AND CONSTRUCTION)

This questionnaire, the requested list of references and the authorization to release financial information are used in part to assist in determining a potential contractor's responsibility. Offerors shall submit the General Business Questionnaire information within two (2) work days from the date of notification by the City, or with the offer, if so indicated in the Table of Contents page 2 of the Solicitation, Offer and Award Form. All information must be current and traceable. Each venturer of a joint venture must submit a separate signed form.

City of Mission reserves the right to make additional inquiries based on information submitted, or the lack thereof. Questions concerning this questionnaire or the authorization form should be directed to the contact person identified on the Solicitation, Offer and Award Form. In cases where a question does not apply or if unable to respond, offeror should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Offeror will explain the reason when responding N/A or N/R.

1. Name of Offeror ("Business"): _____

2. List name(s) and business address of officers and directors for corporations, partners for partnerships, and venturers for joint ventures (attach additional pages as necessary).

3. Number of years in business under present business name: _____

4. If applicable, list all other names under which the Business identified above operated in the last 5 years.

5. Annual Gross Revenue (Past year): (M represents millions, K represents thousands)
\$100K or less \$100K-\$500K \$500K-\$1M \$1M-\$5M \$5M-\$10M
\$10M-\$16M \$16M or Over

6. Will bidder/proposer provide a copy of its financial statements for the past two (2) years, if requested by City of Mission? Yes No

7. Number of current employees: _____

8. Has the Business, or any officer or partner thereof, failed to complete a contract? Yes No

9. Is any litigation pending against the Business? Yes No

10. Is offeror currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, offeror needs to explain the expected impact, both in organizational and directional terms. Yes No

11. Has the Business ever been declared "not responsible" for the purpose of any governmental agency contract award? Yes No
12. Has the Business been debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting? Yes No
13. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? Yes No
14. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default? Yes No
15. Is the Business in arrears on any contract or debt? Yes No
16. Has the Business been a defaulter, as a principal, surety, or otherwise? Yes No
17. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason? Yes No
18. Does offeror have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Bidder will provide a copy of the plan. Yes No
19. Does offeror have quality assurance program? If yes, offeror will describe its quality assurance program, its quality requirements, and how they are measured. Yes No
20. If a "yes" response is given under questions 9 through 19, please provide a detailed explanation including dates, reference to contract information, contacts, etc. (attach additional pages as necessary).

I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in this questionnaire is true and correct. I understand that any false statements or misrepresentations regarding the Business named above may result in: 1) termination of any or all contracts which City of Mission has or may have with the Business; 2) disqualification of the Business from consideration for contracts; 3) removal of the Business from City of Mission's vendors' list; or/and 4) legal action(s) applicable under federal, state, or local law.

Name: _____ Title: _____
Signature: _____ Date: _____
(Owner, CEO, President, Majority Stockholder or Designated Representative)

LIST OF REFERENCES FOR SIMILAR PROJECTS

Use additional pages as necessary.

1. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

2. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

3. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

4. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address: