

REQUEST FOR PROPOSALS

**City of Sullivan
Engineering Department**

LARGE FORMAT COLOR SCANNER/PLOTTER

RFP Release Date:

Wednesday, November 9, 2022

Written Questions Due:

Tuesday, November 22, 2022 via email

Sealed Proposal Due:

Friday, December 2, 2022 8:00am



REQUEST FOR PROPOSALS

**Engineering Department
Large Format Color Multifunction Scanner/Plotter
Project # 22010
For The City of Sullivan
Sullivan, Missouri**

RFP Release Date: Wednesday, November 9, 2022

Written Questions (ONLY) Due: Tuesday, November 22, 2022 via email
rschaffer@sullivan.mo.us

Sealed Proposal Due: Friday, December 2, 2022, 8:00am

Sealed proposals, addressed to City of Sullivan, Missouri, will be received until 8:00 a.m., December 2, 2022 at the office of City Clerk, Janice Koch, 210 West Washington, Sullivan, Missouri 63080, after which they will publicly be opened and read aloud.

The envelope containing the Bid must be sealed and addressed to Janice Koch, City Clerk, and clearly designated as “**New Engineering Department Large Format Color Scanner/Plotter**”.

This Contract will consist of a bid for the purchase of a new color multifunction scanner/plotter.

Copies of the Contract Documents and Detailed Specifications required for bidding purposes may be obtained from the City Engineering Department, City Hall, 210 West Washington, Sullivan, Missouri, 63080. Bidders having questions or requesting additional information should contact Robert Schaffer at Sullivan City Hall, Engineering Department, telephone number 573-468-8975, facsimile number 573-468-8964.

The City of Sullivan reserves the right to accept or reject any or all bids received and to waive or not to waive any or all irregularities.

PROPOSAL CERTIFICATION

I hereby certify that I am submitting the following information as my company's proposal and understand that, by virtue of executing and returning PROPOSAL PRICING SHEET, I agree to complete and unconditional acceptance of the contents inclusive of this Request for Proposal and all appendices of the contents of Addenda releases hereto: I agree to be bound to any and all specifications, terms and conditions contained in the Request for Proposal and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all responses, data and information contained in this proposal are true and accurate.

Company name: _____

Street address: _____

City, State & Zip: _____

Print Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title: _____ Date _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

REQUEST FOR PROPOSALS

REQUEST FOR GENERAL INFORMATION

Name of Company _____

Address – Local _____

Headquarters _____
(Please provide both street address and/or PO Box No. if applicable)

Telephone No.-Local _____ Fax No.-Local _____

Primary personnel assigned to City of Sullivan, Engineering Department account:

Sales Representative:

Manager:

Name: _____

Name: _____

Title: _____

Title: _____

Telephone: _____

Telephone: _____

One Multi-Function Large Format Color Scanner/Color Plotter

The intent and purpose of this Request for Proposal is to obtain competitive bids and award a contract for the purchase of one (1) Multi-Function Large Format Color Scanner/Color Plotter to meet the following minimum specifications with a full parts and labor one (1) year warranty. Must print all standard print languages including postscript 3 and include all drivers necessary to operate with ESRI, AutoCad, Microstation, etc software. Optional warranty years and maintenance agreements shall be quoted separately. Delivery, setup, installation of network printing and embedded scanning and training for plotter shall be included in the bid price.

MINIMUM MULTI-FUNCTION LARGE FORMAT COLOR SCANNER/COLOR PLOTTER SPECIFICATIONS

1. 4 Color (C, M, Y, K) Pigment based ink.
2. Minimum Line Width of 0.0008 in or less.
3. Line Accuracy of $\pm 0.1\%$ of the specified vector length or ± 0.2 mm whichever is greater.
4. Stationary print head.
5. Minimum of 10 Arch D pages/min.
6. Media handling of two rolls minimum, expandable to at least 4 rolls. Front loaded media.
7. Capable of handling 11 to 40-inch-long rolls.
8. Top stacker with a minimum of 100-page capacity.
9. Scanner shall be 36 in. minimum 1200 dpi optical capable. Color 6 in/sec, Grayscale 10 in/sec.
10. Shall be single footprint all-inclusive machine with Scanner, Plotter and Stacker built into one unit.
11. Minimum 1-year parts and labor warranty shall be included in base cost.
12. List of machines of same model/series deployed with contact numbers for references.
13. Vendor shall sell equipment, parts, and provide factory certified technicians for service.
14. Minimum proposal required for an acceptable bid is for proposed machine with required minimum warranty. Any additional machines, warranty years, and maintenance/supply contracts proposed will be for informational purposes only and only applicable if that companies specified machine is selected in the bid.

PROPOSAL PRICING SHEET

Complete, sign and return the PROPOSAL PRICING SHEET. Prices in the Proposal Pricing Sheet must be limited to the package shown. Proposer may offer prices for additional packages, quantities and sizes as an attachment. Prices submitted shall be the proposer's best and final price, including shipping, handling, delivery and pick-up costs. The City is a tax –exempt entity and is not liable for sales tax and / or personal property tax. PROPOSAL CERTIFICATION page must be completed and signed for proposal to be considered. **Attach additional sheet with full itemized breakdown of bid cost for each scanner/plotter bid indicating all specifications to show that the minimum specifications have been met.**

The following equipment is proposed for Purchase:

A. Plotter of _____ @ \$ _____ Total: \$ _____
(Brand & Model)

Total Equipment Cost: \$ _____

OPTIONAL SERVICE CONTRACT & PARTS/LABOR WARRANTY FOR PLOTTER

2 Year Warranty Add \$ _____

3 Year Warranty Add \$ _____

4 Year Warranty Add \$ _____

5 Year Warranty Add \$ _____

Maintenance/Supply Contract \$ _____

Attach additional sheet explaining pricing and coverage for any plotter maintenance/supply contract proposed.

Company Name _____

Address: _____

Phone #: _____ **Fax#** _____

Contact Person: _____

Position/Title: _____

(Signature) (Date)