

SOLICITATION INFORMATION

THERE ARE 2 PARTS TO THIS BID.
IT IS THE VENDOR'S RESPONSIBILITY TO DOWNLOAD ALL PARTS.

PUBLIC BID #1267

MPA #217

TITLE: FAX MACHINE, PARTS & SUPPLIES (BLANKET)

OPENING DATE AND TIME: 3/3/99 – 10:00 AM

PRE-BID/ PROPOSAL CONFERENCE: NO DATE: TIME:
MANDATORY :
LOCATION:

SURETY REQUIRED: NO
BOND REQUIRED: NO

**Nancy McIntyre
Buyer I**

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us to be able to download a Bidder Certification Cover Form which must accompany each offer.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed RIVIP generated Bidder Certification Cover Form.

/ds

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

BID INSTRUCTIONS / SPECIFICATIONS

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

BID INSTRUCTIONS / SPECIFICATIONS

BID #1267

MPA#217

COMMODITY: FAX MACHINES, PARTS & SUPPLIES

STATEWIDE REQUIREMENTS: 4/1/99 – 3/31/2000

DELIVERY AS REQUESTED BY AGENCY.

Ordering

Agencies will submit individual orders for the various items and various quantities as may be required during the agreement period.

Scope

This bid covers the requirements of all State Agencies. This will be delivered and billed at the single, firm, awarded price quoted regardless of the quantities ordered.

Bidding

(a) Bids must be submitted on the attached bid quotation request forms, indicating brand and parts number of item offered. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested. Bidders must be able to submit samples if requested.

(b) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.

(c) Bid price is net F.O.B. any point in the State of Rhode Island and shall include inside delivery.

(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non responsive to the intent of this request.

Quantities

Quantities, if any, are estimated only. It is understood and agreed that the agreement shall cover the actual quantities ordering during the period.

Taxes

The State of Rhode Island is exempt from payment of Federal Excise Taxes and R. I. Sales and Use Taxes. Such taxes shall not be included in the bid price.

Award

Award will be made to bidder quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

Delivery

(a) All items to be delivered free of all charges.

(b) The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

BID INSTRUCTIONS / SPECIFICATIONS

BID #1267
MPA #217

Exception

Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices on any extra large requirements for delivery to a destination.

Municipality Clause

Contractor will furnish all items quoted herein to any city, town or other governmental subdivision at the same price and terms as quoted to the State of Rhode Island. All ordering and billing to be between contractor and governmental unit involved.

Yes_____ No_____

Quarterly Reports

Successful bidder will submit in writing to the Purchasing Division quarterly reports showing bid number and total quantities drawn against specific items by the State Agencies. Failure to submit such reports shall be considered to be a breach of the contractor's obligations under the resultant agreement(s), and sufficient cause for the termination of the agreement, and all other outstanding agreements, purchase orders, and contracts, and suspension from participation in all State procurements for a period of up to two (2) years, at the discretion of the State's Purchasing Agent.

Reports should be forwarded to the Buyer at the Division of Purchases., One Capitol Hill, Providence, RI 02908.

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 BLANKET REQUIREMENTS: 4/1/99 - 3/31/2000

BIDDER NAME	BIDDER NAME
BID #1267	BID #1267

ITEM NO.	QUANTITY	DESCRIPTION MINIMUM SPECIFICATIONS	VENDOR RESPONSE (MEET OR EXCEED)	UNIT PRICE	UNIT PRICE	ITEM NO.
		INSTRUCTIONS:				
		IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE				
		RETURNED. THE PRICE COLUMN ON THE RIGHT WILL				
		BE DETACHED TO CREATE A BID TABULATION				
		SPREADSHEET FOR THE "OFFICIAL BID ANALYSIS,"				
		THEREFORE:				
		A. VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON				
		"EVERY" PAGE UNDER THE WORD "BIDDER."				
		B. PRICE COLUMNS MUST CONTAIN "EXACTLY" THE				
		SAME INFORMATION.				
		C. ANY SUPPLEMENTARY INFORMATION MUST BE IN				
		BOTH COLUMNS.				
		FAILURE TO COMPLETE FORM AS INSTRUCTED MAY				
		BE GROUNDS FOR "DISQUALIFICATION."				
		<u>ALL VENDORS MUST INCLUDE</u>				
		<u>SPECIFICATIONS WITH BID PROPOSAL</u>				
		<u>(EVEN THOSE BIDDING BRAND SPECIFIED)</u>				
		<u>FAILURE TO SUBMIT SPECIFICATIONS WITH</u>				
		<u>BID PROPOSAL MAY RESULT IN</u>				
		<u>DISQUALIFICATION OF BID.</u>				

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		<p>THE FAX MACHINES LISTED BELOW ARE THE NOMINAL SPECIFICATIONS REQUIRED BY THE STATE OF RHODE ISLAND. THE STATE AS ITS SOLE OPTION WILL DETERMINE IF OFFERS SUBMITTED "AS EQUAL" TO EQUIPMENT SPECIFIED MEET NOMINAL REQUIREMENTS OF THE BID SPECIFICATION.</p> <p>BIDS MUST MEET OR EXCEED THE SPECIFICATIONS LISTED. VENDORS MUST FILL IN <u>ALL</u> SPACES FOR EACH ITEM BID, FAILURE TO COMPLETE ALL INFORMATION UNDER VENDOR RESPONSE RESULTS IN BID DISQUALIFICATION. BIDS NOT MEETING THE MINIMUM SPECIFICATIONS WILL NOT BE CONSIDERED.</p> <p>BUYERS LABORATORY INC. FACSIMILE SPECIFICATIONS GUIDE, FALL 1998, WILL BE USED BY THE STATE TO CORROBORATE ALL CLAIMS RELATIVE TO OUTPUT/PERFORMANCE/CAPACITY.</p>				
1	35	MODEL BROTHER INTELLIFAX #3650 FACSIMILE OR EQUAL, PLAIN PAPER , TRANSMISSION AT 6 SECONDS PER PAGE, 200 SHEET ADJUSTABLE TRAY, 110 PAGES OF MEMORY, 30 SHEET DOCUMENT FEEDER	MODEL: _____ TRANSMISSION SPEED PER PAGE: _____ PAPER CAPACITY: _____ PAGES OF MEMORY: _____ DOCUMENT FEEDER: _____			1

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BIDDER
 NAME

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2	30	MODEL CANON CFX-B380IF FACSIMILE OR EQUAL, PLAIN PAPER, INK JET, TRANSMISSION AT 6 SECONDS PER PAGE, 150 SHEET ADJUSTABLE CASSETTE, 42 PAGES OF MEMORY, 20 SHEET DOCUMENT FEEDER	MODEL: _____ TRANSMISSION SPEED PER PAGE: _____ PAPER CAPACITY: _____ PAGES OF MEMORY: _____ DOCUMENT FEEDER: _____	_____	_____	2
3	15	MODEL: CANON LASER #8500 FACSIMILE OR EQUAL, PLAIN PAPER, TRANSMISSION AT 6 SECONDS PER PAGE, 500/100 SHEET CASSETTE, 80 PAGES OF MEMORY 50 SHEET DOCUMENT FEEDER	MODEL: _____ TRANSMISSION SPEED PER PAGE: _____ PAPER CAPACITY: _____ PAGES OF MEMORY: _____ DOCUMENT FEEDER: _____	_____	_____	3
4	25	MODEL PANASONIC PANAFAX #UF-342 FACSIMILE OR EQUAL, PLAIN PAPER, INK JET TRANSMISSION AT 6 SECONDS PER PAGE, 150 SHEET ADJUSTABLE CASSETTE, 30 PAGES OF MEMORY, 30 SHEET DOCUMENT FEEDER	MODEL: _____ TRANSMISSION SPEED PER PAGE: _____ PAPER CAPACITY: _____ PAGES OF MEMORY: _____ DOCUMENT FEEDER: _____	_____	_____	4

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BID PRICE MUST INCLUDE PROPER
 CARTRIDGES REQUIRED FOR OPERATION,
 AND EQUIPMENT MUST BE OPERABLE AND
 READY FOR USE UPON DELIVERY.

DELIVERY OF GOODS OR SERVICES AS
 REQUESTED BY AGENCY.

_____		_____
TERMS		TERMS