MAIL TO:

STATE OF UTAH
DIVISION OF PURCHASING
3150 STATE OFFICE BUILDING, CAPITOL HILL
P.O. BOX 141061
SALT LAKE CITY, UTAH 84114-1061
TELEPHONE (801) 538-3026
FAX (801) 538-3882
http://purchasing.utah.gov

Request for Quotation

Solicitation Number: **BV4093**

Due Date: **06/16/2004**

Date Sent: June 10, 2004

Goods and services to be purchased: **COLOR PRINTER/COPIER**

Please complete

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code

Type ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Government	Company Contact Person
Telephone Number (include area code)	Fax Number (include area code)
Company's Internet Web Address	Email Address
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)

The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. Please review all documents carefully before completing.

The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____

Offeror's Authorized Representative's Signature	Date
Type or Print Name	Position or Title

STATE OF UTAH
DIVISION OF PURCHASING &
GENERAL SERVICES

Request for Quotation

Solicitation Number: **BV4093**

Due Date: **06/16/2004**

Vendor Name:

NOTE TO BIDDERS:

USAGE IS: 2,000 BLACK & WHITE COPIES PER MONTH AND 2,000 COLOR COPIES PER MONTH

AWARD OF RESPONSIVE AND RESPONSIBLE BID WILL BE BASED ON THE FOLLOWING FORMULA:

((PURCHASE PRICE AS SPECED OUT / 60) + (2,000 X B&W CPC) + (2,000 X COLOR CPC)) / 4,000 = TOTAL CPC

CHANGES OR MODIFICATIONS TO PROCUREMENT:
ANY CHANGES OR MODIFICATIONS TO THIS SOLICITATION WILL ONLY BE ACCOMPLISHED IN A WRITTEN ADDENDUM SENT FROM THE DIVISION OF PURCHASING. ANY OTHER FORM IS NOT BINDING. BIDDERS SUBMITTING A BID BASED ON ANY INFORMATION OTHER THAN THAT WHICH IS CONTAINED IN THIS SOLICITATION DOCUMENT, OR ANY ADDENDUM THERETO, DO SO AT THEIR OWN RISK.

DELIVERY IS REQUIRED BY JUNE 30, 2004.

ITEM #	QTY	UNIT	DESCRIPTION	UNIT PRICE
001	1	EA	FULL-COLOR PRINTER/COPIER PER THE ATTACHED SPECIFICATIONS. PURCHASE PRICE AS SPECED OUT. BRAND: _____ MODEL: _____	$
002	1	EA	MAINTENANCE AND SUPPLIES PER THE ATTACHED SPECIFICATIONS	
			COST PER COPY - BLACK & WHITE	$
			COST PER COPY - COLOR	$

QUESTIONS CALL BRENDA VELDEVERE AT (801) 538-3142.
RX: 100 48000000019
COMMODITY CODE: 60038

Ship To:
UTAH DEPT. OF TRANSPORTATION
ATTN: TIM WARREN
RICHFIELD DISTRICT
708 SOUTH 100 WEST
RICHFIELD UT 84701

THE STATE OF UTAH, DIVISION OF PURCHASING OFFERS BID TABULATIONS AND AWARD NOTIFICATIONS ON ITS WEBSITE: www.purchasing.utah.gov

REQUEST FOR QUOTATION - INSTRUCTIONS AND GENERAL PROVISIONS

1. QUOTATION PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as specified. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the vendor lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) By signing the quotation the vendor certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (g) This quote may not be withdrawn for a period of 60 days from quote due date. (h) Incomplete quotes may be rejected.

2. SUBMITTING THE QUOTATION: (a) The quote must be signed in ink and returned to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 or faxed to (801) 538-3882 by the due date and time. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope or on the fax cover page.** (b) The state will consider faxed quotes. Faxed quotes are submitted at the sole option and risk of the vendor and must be responsive to all conditions and specifications included in the Request for Quotation (RFQ). Access to state facsimile machine is on a "first come first served" basis and the state does not guarantee the vendor's access to the machine at any particular time. (c) All prices quoted must be both F.O.B. Origin and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the quotation for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their quote which is not to be disclosed to the public or used for purposes other than the evaluation of the quote. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any quote will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Quotes submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. SAMPLES: Samples of item(s) specified in the RFQ, when required by DIVISION, must be furnished free of charge to DIVISION. Any items not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the vendor's expense.

6. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

7. DIVISION APPROVAL: Purchase Orders placed, or contracts written, with the State of Utah, as a result of this RFQ, will not be legally binding without the appropriate signature of the DIVISION.

8. AWARD OF CONTRACT: (a) **This is an informal quotation which will not be read at a public opening;** however, the information may be publicly reviewed after award. To obtain a copy of this record (tabulation) you may either enclose a stamped self-addressed envelope, or review tabulation in our office. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible vendor that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The DIVISION may accept any item or group of items, or overall low quote. (d) The DIVISION has the right to cancel this request for quotation at any time prior to the award of contract. (e) The DIVISION can reject any and all quotes or waive any informality, or technicality in any quote received, if the DIVISION believes it would serve the best interest of the State. (f) Before, or after, the award of a contract the DIVISION has the right to inspect the vendor's premises and all business records to determine the holder's ability to meet contract requirements. (g) Estimated quantities are for quoting purposes only, and not to be interpreted as a guarantee to purchase any amount. (h) Utah has a reciprocal preference law which will to be applied against vendors quoting products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated. (i) Multiple contracts may be awarded if the State determines it would be in its best interest.

9. ANTI-DISCRIMINATION ACT: The vendor agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also vendor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

11. GOVERNING LAWS AND REGULATIONS: All state purchases are subject to the Utah Procurement Code, Title 63 Chapter 56 U.C.A. 1953, as

amended, and the Procurement Regulations as adopted by the Utah State Procurement Policy Board. These are available on the Internet at www.purchasing.utah.gov

MINIMUM REQUIREMENT & SPECIFICATIONS

BID NUMBER BV4093

2,000 BLACK & WHITE COPIES PER MONTH
2,000 COLOR COPIES PER MONTH

COLOR ENGINE SPECIFICATIONS

		UNIT BID MEETS SPECIFICATIONS	
		YES	NO
1	MUST FUNCTION AS A DIGITAL COLOR PRINTER, COLOR COPIER, AND A FULL COLOR SCANNER		
2	MUST HAVE THE ABILITY TO MAGNIFY OR REDUCE ORIGINAL IMAGE SIZE		
3	MUST BE CAPABLE OF RUNNING AN AVERAGE OF 5,000 TO 30,000 IMPRESSIONS PER MONTH		
4	MUST SCAN AT A MINIMUM OF 20 IMAGES PER MINUTE IN COLOR AND 31 IMAGES PER MINUTE IN B&W		
5	MUST HAVE A MINIMUM COLOR & BLACK AND WHITE COPY / PRINT SPEED OF 30 PAGES PER MINUTE AND A MINIMUM DUPLEX SPEED OF 27 PAGES PER MINUTE		
6	MUST HAVE A TRUE ADOBE POSTSCRIPT3 INTERPRETER MUST SUPPORT PCL 5c, PDF 1.3 & TIFF 6		
7	MUST SUPPORT A MINIMUM OF THESE SPECIFIED COLOR FILE FORMATS: JPEG, PDF		
8	MUST SUPPORT A MINIMUM OF THESE SPECIFIED B&W FILE FORMATS: TIFF, MTIFF, PDF		
9	MUST SUPPORT AT LEAST THE FOLLOWING SOFTWARE: MICROSOFT OFFICE, ADOBE, PAGEMAKER & INDESIGN, MACROMEDIA STUDIO (IN PARTICULAR FREEHAND), QUARK, AND ILLUSTRATOR		
10	MUST HAVE A MINIMUM 600 X 600 TRUE DPI SCANNING RESOLUTION		
11	MUST HAVE A MINIMUM 1800 X 600 DPI PRINTING RESOLUTION		
12	MUST HAVE USER TRUE COLOR MATCHING CONTROL (PANTONE MATCHING)		
13	MUST UTILIZE 8-BIT COLOR TECHNOLOGY, MUST HAVE LASER IMAGING SYSTEM		
14	MUST HAVE A MINIMUM COPIER MEMORY OF 512 MB RAM AND 10GB HDD		
15	MUST HAVE A MINIMUM 700MHz PROCESSOR		

		UNIT BID MEETS SPECIFICATIONS	
		YES	NO
16	MUST HAVE A MINIMUM MEMORY OF 128 MB RAM		
17	MUST HAVE A MINIMUM HARD DRIVE STORAGE OF 10GB		
18	MUST HAVE THE ABILITY TO COPY / PRINT FULL BLEED 11" X 17" ON 12" X 18" STOCK		
19	MUST HAVE A 17LB. BOND TO 110 LB. INDEX (64GSM - 209GSM) AND TRANSPARENCY CAPACITY THROUGH THE THE BYPASS TRAY.		
20	MUST HAVE MULTIPLE PAGE AND DUPLEX MANUAL PAPER FEEDER		
21	MUST HAVE BOTH A PAPER CAPACITY OF 2,200 SHEETS OF 20LB. BOND / 80GSM AND A PAPER DECK WITH 2,700 SHEET CAPACITY		
22	MUST BE ABLE TO HANDLE SPECIFIED MEDIA TYPES: PLAIN, TRANSPARENCY, RECYCLED PAPER, COLOR BOND, LETTERHEAD, HEAVY, EXTRA HEAVY, LABELS, GLOSSY, TRACING, ENVELOPE, PREPUNCHED AND INDEX TAB		
23	MUST UTILIZE TRAY-LESS AUTOMATIC DUPLEX TECHNOLOGY		
24	MUST BE ABLE TO DUPLEX 60 LB. COVER FROM ALL PAPER SOURCES		
25	MUST BE ABLE TO COLLATE, GROUP, CORNER STAPLE, DOUBLE STAPLE, SADDLE STITCH, & V FOLD MUST HAVE THE ABILITY TO V-FOLD WITHOUT STAPLING		
26	MUST PROVIDE FOR JOB TRACKING AND ACCOUNTING THROUGH DEPARTMENTS ID's AND PASSWORDS		
27	MUST PROVIDE FOR MANAGEMENT FUNCTIONS SUCH AS JOB RE-QUE AND MODIFY		
28	MUST SUPPORT NOVELL DISTRIBUTED PRINT SERVICES		
29	MUST PROVIDE PRINT DRIVER SUPPORT FOR SPECIFIED OPERATING SYSTEMS: WINDOWS 9. X, NT, 2000, XP, AND MACINTOSH 9.X, 10.2		
30	MUST HAVE SPECIFIED SENDING METHODS: E-MAIL, SCAN, FILE SERVER 9 IPX FTP, SMB, LDAP SUPPORT		
31	MUST SUPPORT MINIMUM OF 100 MAILBOXES		
32	MUST HAVE AN ADDRESS BOOK CAPACITY OF 999		

		UNIT BID MEETS SPECIFICATIONS	
		YES	NO
33	MUST SUPPORT MAXIMUM COPY RESERVATION OF 5		
34	MUST PROVIDE DELIVERY, INSTALLATION, NETWORK CONECTIVITY AND TRAINING FOR 30 USERS AND 3 SYSTEM ADMINISTRATORS IN THE PURCHASE PRICE OF MACHINE		
35	COPIER MUST BE BRAND NEW AND IN CURRENT PRODUCTION. USED, DISCONTINUED, REFURBISHED, REBUILT, RECONDITIONED OR NEWLY REMANUFACTURED MACHINES ARE NOT ACCEPTABLE		
MAINTENANCE			
	THE TERM "LOCAL" IS DEFINED AS WITHIN A 150 MILE RADIUS OF RICHFIELD, UT.		
1	VENDOR MUST PROVIDE FULL SERVICE OEM MAINTENANCE		
2	ALL MAINTENANCE WILL BE PERFORMED BY **LOCAL** FACTORY CERTIFIED TRAINED PERSONNEL AND EQUIPMENT WILL BE MAINTAINED TO MANUFACTURER'S SPECIFICATIONS		
3	BIDDER MUST HAVE A MINIMUM 3 MONTH WORKING RELATIONSHIP WITH **LOCAL** FACTORY CERTIFIED TRAINED PERSONNEL ENTITY PRIOR TO THIS SOLICITATION BEING RELEASED		
4	MAXIMUM SERVICE RESPONSE TIME SHALL BE 0-3 WORKING HOURS ON INOPERABLE/OPERABLE COPIER		
5	SERVICE MUST BE AVAILABLE BETWEEN NORMAL WORKING HOURS OF 8:00 AM AND 5:00 PM MONDAY-FRIDAY, EXCEPT NORMAL HOLIDAYS		
6	THE SERVICING TECHNICIAN WILL CALL THE CUSTOMER WITHIN ONE-HALF HOUR UPON RECEIPT OF THE SERVICE CALL TO GIVE THE CUSTOMER AN ESTIMATED ARRIVAL TIME FOR SERVICE		
7	IN THE EVENT THAT THE COPIER REQUIRES TWO (2) OR MORE DAYS DOWN TIME, THE VENDOR WILL PROVIDE A LOANER IMMEDIATELY UPON REQUEST OF CUSTOMER		
8	MAINTENANCE INCLUDES LABOR, TONER, DEVELOPER, OEM PARTS, PHOTO-RECEPTOR OR MASTER UNITS, AND ALL CONSUMABLE SUPPLIES EXCEPT FOR STAPLES AND PAPER		
9	START-UP SUPPLIES: COPIER MUST BE DELIVERED WITH ALL NECESSARY REGULAR, FULL SIZE CONSUMABLE SUPPLIES EXCEPT PAPER, AND ALL INTEGRAL PARTS THAT MAKE THE UNIT FULLY FUNCTIONAL AND NETWORK READY AT INSTALLATION, WITHOUT ADDITIONAL COST TO THE STATE		
10	BIDDER MUST INCLUDE COMPLETE DESCRIPTIVE LITERATURE AND SPECIFICATIONS WITH BID		