



REQUEST FOR QUOTATION

May 14, 2018

Large Format Plotter

The City of Staunton Engineering Division is seeking written quotes from qualified vendors to provide a large format, all in one plotter, scanner, and copier in accordance with the attached specifications. Any questions regarding the specifications should be directed to Nickie Mills, City Engineer, at (540) 332-3858 or by email at millsnd@ci.staunton.va.us.

Please quote lowest price for equipment requested. Advise what discount, if any, will be allowed for payment within a specified time. Terms and availability date must be specified. Price must include all delivery fees.

The City does not discriminate against small and minority businesses or faith-based organizations.

RETURN QUOTATION FORM TO CITY OF STAUNTON BY
12:00 P.M. (NOON) WEDNESDAY, JUNE 6, 2018

City of Staunton
Nickie D Mills, City Engineer
116 W. Beverley Street, P.O. Box 58
Staunton, VA 24401
(540) 332-3858

QUOTE MAY BE EMAILED TO: millsnd@ci.staunton.va.us.

Vendors are encouraged to verify the City has received e-mailed quotes.

**QUOTES RECEIVED AFTER DATE AND TIME SPECIFIED WILL NOT BE
CONSIDERED**

SPECIFICATIONS:

The City of Staunton is requesting quotes from vendors to provide a large format, all in one plotter, scanner, and copier which meets following requirements:

1. Plotter shall be capable of printing line drawings, renderings, presentations, maps and orthophotos.
2. Print resolution shall be a minimum 2400 x 1200 optimized dpi.
3. Ink type may be dye-based, pigment-based or toner.
4. Plotter media handling shall include all of the following:
 - a. sheet feed
 - b. roll feed
 - c. automatic cutter
5. Media sizes shall be:
 - a. Rolls: shall be minimum 11 inches to 36 inches
 - b. Sheet: 8.3 x 11 to 36 x 48 inches or larger
 - c. Standard sheets: A, B, C, D, E (A4, A3, A2, A1, A0)
6. Drivers must support Microsoft Windows 10 Professional (64-bit).
7. Network connectivity must support minimum speed of 1 Gbps.
8. Memory shall be at least 128 GB and shall be expandable.
9. Color scanning and copy resolution shall be a minimum 600 x 600 dpi.
10. Scan destination shall accommodate local USB flash drive, or network via FTP or SMB.
11. Scan and copy width shall be 36" or wider.
12. Quote shall include all accessory equipment necessary for complete operation.
13. Equipment shall be warranted for a minimum 1-year period. Any applicable subscription costs for first year shall be included in price quoted. Annual maintenance and subscription costs, if applicable, for equipment quoted shall be included for years 2 through 5.
14. The City reserves the right to select the option which it determines to be the most economical 5-year solution for the City.
15. The quoted price shall include a minimum 2 hours operational training on site, and all shipping and handling associated with delivery and setup of the product.
16. Vendors must provide documentation/specification sheets on equipment quoted to support quote requirements.

17. Equipment selected will be subject to a 1-week trial before final acceptance to validate equipment performs to satisfaction of the City.
18. Equipment shall be delivered to the Engineering Division, 3rd Floor, 116 W Beverley Street, Staunton, Virginia.
19. Questions and Addenda: Prior to submitting their quote, it is the vendor's responsibility to check the City web-site (<http://www.staunton.va.us/solicitations>) for any addenda associated with this Request for Quotation. **All questions must be submitted in writing to Nickie Mills no later than Friday, May 25, at 2:00 p.m.** Any addenda issued will be available on the City web site by close of business on Wednesday, May 30, 2018.

GENERAL TERMS AND CONDITIONS

- 1) Cooperative Procurement: This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. The successful bidder will be required to provide these same items, at the same prices, awarded as a result of this solicitation to any public body within the Commonwealth of Virginia.
- 2) Drug Free Workplace: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
- 3) Non-Discrimination
 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- 4) IMMIGRATION REFORM AND CONTROL ACT OF 1986 – During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1)
- 5) In determining the successful bidder for this solicitation, the City will consider "best value" factors including quality, price, and other elements of services as specified herein.

- 6) Negotiation With Successful Bidder: The City reserves the right to negotiate terms with the successful vendor for items/services other than those specifically stated in this Quote in the best interest of the City and agreed to by the vendor in accordance with section 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions.
- 7) SCC Requirement: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

QUOTE SHEET

DESCRIPTIONPRICE

Large Format Plotter \$ _____

Make/Model: _____

Warranty Period: _____

Annual Maintenance/Subscription: _____/year

COMPANY NAME.

BY

STREET ADDRESS

CITY AND STATE

DATE:

PHONE: _____ FAX: _____

SCC NUMBER.

FEDERAL ID NO:

E-MAIL ADDRESS: