

City of Portsmouth  
Portsmouth, New Hampshire

**REQUEST FOR PROPOSAL**

**Sealed** Request for Proposals, **plainly marked** "Public Works Plotter/Scanner 40-06" **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **2:00pm March 15, 2006**.

This Request for Proposals to purchase a plotter/scanner may be obtained from the Finance/Purchasing Department on the third floor at the above address, by calling the Purchasing Clerk at 603-610-7227, or from our website [www.cityofportsmouth.com](http://www.cityofportsmouth.com). **PLEASE CONTINUE BELOW FOR THE COMPLETE REQUEST FOR PROPOSAL.**

The City of Portsmouth reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any Proposals and to omit and/or alter any item or items that it may deem to be in the best interest of the City.

## INTRODUCTION

The City is soliciting Request for Proposals for a HP 815 MFP or approved equal 42" wide plotter/scanner to replace an existing machine. The successful vendor shall provide, in addition to the plotter/scanner, all materials and equipment, including manuals, to make the plotter/scanner fully functional.

Vendors may be required to demonstrate their machine either by scheduling a visit to a local business that uses the machine, or by bringing a machine to the Public Works Department for a demonstration.

### **MACHINE REQUIREMENTS: The requirements listed below are minimum requirements.**

- Plotter must be capable of printing up to 2400 x 1200 dpi in full color.
- Scan resolution of 800 x 800 dpi in grayscale.
- Maximum Print/Scan size of 42" x 50".
- Must be capable of handling media sizes of 8.3" to 42" on individual sheets and rolls of 24,"36," or 42".
- Plotter must be capable of printing on bond, translucent bond, tracing paper, vellum, coated paper, heavyweight coated paper, HP photo paper and mylar. Must be capable of scanning paper, vellum, sepia, blueprints, plastics, foam board, or cardboard.
- Must use a four color print cartridge system and be capable of at least 36 sf per hour in normal mode.
- Should have an automatic paper cutting feature and roll feed.
- Must have at least 160MB memory.
- Connectivity: Printer: Centronics parallel IEEE 1284-compliant (ECP), HP Jetdirect 615n EIO internal print server for Fast Ethernet 10/100Base-TX; scanner: Fast Ethernet 10/100 Base-TX network card.
- Print drivers: Printer: Microsoft® Windows® 95, 98, Me, NT 4.0, 2000, AutoCAD™ 2000, R 13, R 14, for Windows; scanner: Microsoft Windows drivers for HP Designjet 500, 800, 1000 and 5000 series printers.
- Print languages: Adobe® PostScript® 3™, HP-GL/2, HP RTL, CALS G4.
- Must have 1 year on-site warranty.

Price shall include delivery FOB to the Portsmouth Public Works Dept., 680 Peeverly Hill Road, Portsmouth, NH 03801.

### **INSTRUCTION TO VENDORS**

#### I. Delivery of Proposals

When sent by mail, the sealed Request for Proposals shall be addressed to the owner at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation. Proposals received after the time for opening of the proposals will be returned to the vendor, unopened. Faxed proposals are not acceptable.

## II. Withdrawal of Proposals

A vendor will be permitted to withdraw his or her proposal unopened after it has been submitted if the Owner receives a request for withdrawal in writing prior to the time specified for opening the proposals.

## III. Disqualification

Any or all of the following reasons may be deemed by Owner in its sole discretion as being sufficient for the disqualification of a bidder and the rejection of his/her Proposal:

- Evidence of collusion among bidders;
- Failure to submit all required information requested in the Request for Proposals;
- Reputation of poor work product or service;
- Failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts;
- Default or unsatisfactory performance on previous contracts;
- Such disqualification would be in the best interests of the Owner.

## AWARD

### I. Consideration of Proposals

After the proposals are opened and read, they will be compared on the basis of the evaluation criteria.

#### Evaluation Criteria

This award will not be made solely on price. Additional factors will be considered as an integral part of the evaluation process, including, but not limited to:

- A. The quality and durability of the machine proposed.
- B. The vendor's ability to provide future maintenance and/or services (including training).
- C. The vendor's ability to provide timely repairs and services.
- D. The features of the proposed machine.
- E. The vendor's ability to deliver a machine within 4 to 6 weeks.
- F. Price.
- H. Other applicable factors as the City determines necessary or appropriate.

### II. Award

Upon review of all submitted proposals, the City may require that vendors whose machines best meet the requirements provide a demonstration. The selected vendors will be required to demonstrate their machine either by scheduling a visit to a local business that uses the same machine, or by bringing a machine to the Department of Public Works.

The successful vendor will be notified by mail.

III. Reservation of Rights

The City of Portsmouth reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any Proposals that it may deem to be in the best interest of the City.

The City reserves the right to make such inquiries into the reputation of Vendor (including without limitation its reputation for timely service) and its equipment as may be necessary to verify that the selection criteria have been satisfied.

**PROPOSAL FORM**

**System Name:** \_\_\_\_\_

\$ \_\_\_\_\_  
Price in Words

\$ \_\_\_\_\_  
Price in Figures

Approximate Delivery Date: \_\_\_\_\_

- **Indicate the number of years in business under present business name:** \_\_\_\_\_
- **Attach any brochures or related material summarizing the features and qualities of the machine proposed.**
- **Attach any materials related to service and training provided by the vendor that you believe would be helpful to the City’s evaluation process.**
- **Identify at least three references.**

The undersigned agrees that he/she on behalf of Vendor has read in it’s entirety the Invitation to Submit Proposals, the instruction to vendors specifications and agrees to the terms and conditions set forth herein. Vendor understands that price shall include delivery FOB to the address identified in this document.

Vendor further agrees that this Proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

**Vendor agrees no officer; agent or employee of the Owner is directly or indirectly interested in these Proposals submitted by Authorized Agent:**

\_\_\_\_\_  
(Print Name & Title)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

*The City's Purchasing Department is trying to determine the most efficient means of advertising our bids. Please help us by taking a moment to answer the following questions. We appreciate your assistance. Please circle your answers.*

1. *How did you learn of this Request for Proposal?*
  - a. *City's web-page*
  - b. *Portsmouth Herald*
  - c. *Word of mouth*
  - d. *Other means of advertising i.e., Works In Progress, Construction Summary, etc.*
  - e. *Bid Invitation through the mail.*
  
2. *How did you obtain the actual Proposal document?*
  - a. *City's web-page*
  - b. *Through the mail*
  - c. *By calling the Purchasing Clerk.*

*A vendor is under no obligation to submit this page with his/her proposal, but it would be greatly appreciated. Thank you in advance.*