

CONTRACT DOCUMENTS AND SPECIFICATIONS

for

BRAILLE PRINTER

RFP #50-24

Karen S. Conard, City Manager

INVITATION TO BID

Sealed bid proposals, **plainly marked** "PORTSMOUTH DEPARTMENT OF PUBLIC WORKS BRAILLE PRINTER Bid# 50-24" **on the outside of the envelope**, addressed to the Finance/Purchasing Department 3rd Floor, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **Thursday May 16, 2024, at 2:00 p.m.**

The Portsmouth Department of Public Works is seeking to purchase **one (1) Mutoh XPJ-661UF-05 UV Printer.**

Further information about this request may be obtained on the City of Portsmouth website at: www.cityofportsmouth.com/finance/purchasing.htm. Questions will only be accepted and answered in writing. Questions should be addressed to purchasing@cityofportsmouth.com by **4:00 p.m. Thursday May 9, 2024.**

Addenda to this proposal, if any, including written answers to questions, will be posted on the City's website by **Monday May 13, 2024 @ 4:30 p.m.** under the project heading.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in its best interest.

INSTRUCTIONS TO BIDDERS

I. Preparation of Bid Proposal

The Bidder shall submit its proposal upon the form furnished by the City (attached).

II. Delivery of Bid Proposals

The sealed proposals shall be plainly marked “**PORTSMOUTH DEPARTMENT OF PUBLIC WORKS BRAILLE PRINTER Bid# 50-24**” on the outside of the envelope, addressed to the Finance/Purchasing Department 3rd Floor, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **Thursday May 16, 2024, at 2:00 p.m.** Proposals received after the time for opening of the bids will be returned to the bidder, unopened.

III. Withdrawal of Bid Proposals

Bidders will be permitted to withdraw proposals unopened after submission if request is received by purchasing@cityofportsmouth.com prior to the time specified for opening the proposals.

IV. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A Failure to use the bid form provided or alteration of the form.
- B Unauthorized additions, conditional or altered bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.

Bidders may be disqualified, and the bid proposal rejected for the following reasons:

- C More than one proposal for the same [service(s)/work/product(s)/item(s)] from an individual, firm, or corporation under the same or different name;
- D Evidence of collusion among bidders;
- E Failure to submit all required information requested in bid specifications;
- F Bidder is not qualified or able to provide the [service(s)/work/product(s)/item(s)] described in the bid specifications; or
- G Disqualification is in the best interest of the City of Portsmouth.

AWARD

I. Consideration of Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in

words shall govern.

If an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified via email.

The award is not considered official until such a time that a Purchase Order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at their own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

II. Reservation of Rights

The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

CITY OF PORTSMOUTH FINANCE DEPARTMENT PORTSMOUTH, NEW HAMPSHIRE

Portsmouth Department of Public Works

BID

Braille-Capable Printer

Make/Model: Mutoh XPJ-661UF

Quantity: One (1)

Standard Features:

All Standard equipment for the **Mutoh Xpert Jet-661UF**

Minimal Required Features:

Mutoh XPJ-661UF-05

- XpertJet 661UF Printer 19.02” x 23.39” UV-LED (including stand)
- Mutoh VerteLith Rip Bundles with FlexiDESIGNER MUTOH Edition 21
- Second-Year Onsite Extended Limited Warranty

SRK_661UF

- Start Right Kit for Mutoh 661/1462
- UH21 Mutoh Starter Ink Set – Six (6) Colors (C, M, Y, K, WH, VA) – 220ML Cartridges

UH21-WH220U

- Mutoh UH21 – White

11441

- Ink Starter Kit for XPJ 461UF/661UF – (UH21 Rigid Inks) C, M, Y, K, WH VA – 220ml Cartridges

UH21-VA220U

- Mutoh UH21 – Varnish

VJ-ULVA1-ML500U

- Cleaning Solution

I&T

- 2 Days On-site Installation and Training

CITY OF PORTSMOUTH FINANCE DEPARTMENT PORTSMOUTH, NEW HAMPSHIRE

BID PROPOSAL FORM

Item # 1: Mutoh Xpert Jet-661UF (see product requirements)

Price (per – Printer):

In Figures \$ _____ Price in Words \$ _____

<p>Grand Total Bid: Upon which the award will be made.</p> <p>(Total per <u>Printer with Installation, Training & Warranty</u>)</p> <p>In Figures \$ _____ Price in Words \$ _____</p>

DELIVERY: Bidder must state approximate number of days from award that delivery will be made. Not to exceed 30 days. Bidder must deliver Printer and Related Equipment and Supplies to the Portsmouth Department of Public Works at 680 Peverly Hill Road, Portsmouth, New Hampshire 03801.

Bidder must pre-schedule the delivery date for the Device with the Parking Division Director Benjamin Fletcher.

The undersigned, on behalf of Bidder, agrees they have read the bid proposal documents and the instruction to bidder specifications and agrees to the terms and conditions set forth herein. Bidder understands that bid prices shall include delivery to 680 Peverly Hill Road, Portsmouth, NH 03801 and bid price shall be firm for at least 45 days.

Bidder further acknowledges that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation, or other legal entity.

Bidder agrees no officer, agent or employee of the City is directly or indirectly interested in this Bid. Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Telephone: _____

Fax: _____