

**REQUEST FOR QUOTATIONS**  
**RFQ 008-12**  
**Large Format Printer Two Year Lease**  
**For**  
**the City of Fairhope**  
**IT Department**

**FAIRHOPE CITY COUNCIL**  
**Timothy M. Kant, Mayor**  
**Lonnie L. Mixon, Council President**

SET \_\_\_\_\_

Posted \_\_\_/\_\_\_/\_\_\_\_

**City of Fairhope, Al**  
**Request for Quotations**  
**RFQ No. 008-12**  
**RFQ Large Format Printer Two Year Lease**

**Time Line**

April 27, 2012	RFQ sent out.
May 3, 2012, 10:00p.m.	Receipt of quotations by City deadline
May 4, 2012	Evaluation of quotations
May 7, 2012	Tentative date of procurement

**1. Purpose.** The Request for Quotations (RFQ) is issued as contained in this document.

The City of Fairhope invites submittals from firms interested in providing large format printer rental services for the City of Fairhope, particularly for the IT Department.

**2. Background.** The City of Fairhope has an AS400 information system that requires a large format printer.

**3. Objective.** The City of Fairhope is seeking a large format printer rental firm to provide large format printer rental service for its employees identified as needing such. The City will need to rent a large format printer for this AS400 system for approximately two years, during the information system replacement. The Awarded Vendor will furnish all necessary materials and services, as defined herein.

**4. Location.** City of Fairhope, Fairhope, Alabama

**RFQ Submittal Deadline:**

10:00 AM on Thursday, May 3, 2012

**RFQ Submittals To:**

Mail:

Daniel P. Ames, Purchasing Manager  
P.O. Drawer 429  
Fairhope, Al 36533

Email: [dan.ames@cofairhope.com](mailto:dan.ames@cofairhope.com)

If submitting by email, .pdf files are preferred.

Hand Delivery:

Receptionist Desk, 555 South Section Street, Fairhope Al

*For additional information please contact:*

Daniel P. Ames, Purchasing Manager  
P.O. Drawer 429  
Fairhope, Al 36533  
251.928-8003

Email: [dan.ames@cofairhope.com](mailto:dan.ames@cofairhope.com) (prefer this form of communication)

**CONTRACT DOCUMENTS**  
**FOR**  
**RFQ NO. 008-12 LARGE FORMAT PRINTER TWO YEAR**  
**LEASE**  
**BETWEEN THE CITY OF FAIRHOPE**  
**AND \_\_\_\_\_**  
**FOR**  
**LARGE FORMAT PRINTER RENTAL SERVICES**

**City of Fairhope City Council**  
**Timothy M. Kant, Mayor**  
**Lonnie Mixon, Council President**

**SET NUMBER\_\_\_\_\_**

State of Alabama )

County of Baldwin )

### CONTRACT FOR LARGE FORMAT PRINTER RENTAL SERVICES

This Contract for **Large Format Printer Rental Services** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Fairhope (hereinafter called "**CITY**") acting by and through its governing body, the City of Fairhope City Council and \_\_\_\_\_, (hereinafter referred to as "**PROVIDER**").

#### WITNESSETH:

**Whereas**, The City of Fairhope requires Large Format Printer Rental Services

**Whereas**, \_\_\_\_\_ provides Large Format Printer Rental Services

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants herein contained the sufficiency of which being hereby acknowledged, **PROVIDER** and **CITY** do hereby agree as follows:

I. Definitions. The following terms shall have the following meanings:

1. **CITY**: City of Fairhope, Fairhope City Council, Mayor, employees, and agents

2. **PROVIDER**: (awarded vendor's name)

II. Obligations, generally. The **CITY** hereby employs, and the **PROVIDER** agrees to perform for the **CITY**, those services as hereinafter set forth. This document shall serve as the binding contract for the services of the **PROVIDER**. **PROVIDER** shall immediately commence performance of the services outlined herein upon full execution of this Contract. All work shall be commenced and completed in a timely manner as, and at the times, herein set out. The term of the agreement shall be for a period of two (2) Years from \_\_\_\_\_ to \_\_\_\_\_, with the option to purchase printer at fair market value at lease end.

III. Recitals Included. The above recitals and statements are incorporated as part of this Agreement, and shall have the effect and enforceability as all other provisions herein.

IV. Qualifications. For the purpose of this contract, the **PROVIDER** represents and warrants to the **CITY** that it possesses the professional, technical and administrative personnel with the specific experience and training necessary to provide the services required herein.

V. No Prohibited Exclusive Franchise. The **CITY** neither perceives nor intends, by this Contract, a granting of an exclusive franchise or violation of Art. I, Section 22 of the Alabama Constitution

VI. Representation/Warranty of Certifications, Etc. **PROVIDER** represents and warrants that **PROVIDER** is presently certified, licensed, and / or otherwise permitted under all necessary and applicable laws and regulations to perform the services herein, and that **PROVIDER** shall renew, maintain, and otherwise ensure that all such certifications, licenses and permits are current and valid, without interruption, for and through completion of the services. The representation and warranty aforesaid is a material inducement to the **CITY** in entering this Contract, and the parties agree that the breach thereof shall be deemed material at the **CITY's** option.

- VII. Legal Compliance. **PROVIDER** shall at all times comply with all applicable Federal, State, local and municipal laws and regulate
- VIII. Independent Contractor. **PROVIDER** acknowledges that it is an independent contractor, and **PROVIDER** shall at all times remain as such in performing the services under this Contract. **PROVIDER** is not an employee, servant, partner, or agent of the **CITY** and has no authority, whether express or implied, to contract for or bind the **CITY** in any manner. The parties agree that **PROVIDER** shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the **CITY's** interests herein are expressly limited to the results of said services. **PROVIDER** is not entitled to unemployment insurance benefits, and **PROVIDER** is responsible for and obligated to pay any and all federal and state income tax on any monies paid pursuant to this Contract.
- IX. No Agency Created. It is neither the express nor the implied intent of **PROVIDER** or **CITY** to create an agency relationship pursuant to this Agreement; therefore, the **PROVIDER** does not in any manner act on behalf of **CITY** and the creation of such a relationship is prohibited and void.
- X. Unenforceable Provisions. If any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof. This Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained here.
- XI. Entire Agreement. This agreement, the RFQ packet and any related Addenda represents the entire and integrated agreement between **CITY** and **PROVIDER** and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by all parties.
- XII. Failure to Strictly Enforce Performance. The failure of the **CITY** to insist upon the strict performance of any of the terms, covenants, agreements and conditions of this Contract shall not constitute, and shall never be asserted by **PROVIDER** as constituting, a default or be construed as a waiver or relinquishment of the right of the **CITY** to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.
- XIII. Assignment. This Contract or any interest herein shall not be assigned transferred or otherwise encumbered by **PROVIDER** without the prior written consent of the **CITY**, which may be withheld or granted in the sole discretion of the **CITY**.
- XIV. Ownership of Documents/Work. The **CITY** shall be the owner of all copyright or other intellectual property rights in reports, documents and deliverables produced and paid for under this Contract, and to the extent permitted by Alabama law, any such material may be reproduced and reuse at the discretion of the **CITY** without payment of further consideration. **PROVIDER** shall not transfer, disclose, or otherwise use such information for any purpose other than in performance of the services hereunder, without the **CITY's** prior written consent, which may be withheld or granted in the sole discretion of the **CITY**.
- XV. Notice. Notice required herein shall be in writing, unless otherwise allowed, and said notice shall be deemed effective when received at the following addresses:

**PROVIDER:** (name)\_\_\_\_\_

(address)\_\_\_\_\_

**CITY:** City of Fairhope, Alabama  
c/o Purchasing Manager  
P.O. Drawer 429  
Fairhope, Al 36532

**XVI.** Services to be Rendered. **PROVIDER** is retained by the **CITY** as a qualified lessor of large format printers. The general scope of work for the services shall include all the Terms and Conditions of Attachment "A", the same being expressly incorporated herein by reference, and without limitation will encompass: "**LARGE FORMAT PRINTER RENTAL SERVICES**"

1. **PROVIDER** will provide ongoing communications with **CITY** regarding this service, including updates, emails and etc. as requested. Additionally, **PROVIDER** will meet with **CITY** as needed or requested.
2. **PROVIDER** is responsible for the professional quality, technical accuracy, timely completion and coordination of all services furnished by or in relation to this Contract.
3. **PROVIDER** represents and warrants that its services shall be performed within the limits and standards provided by the **CITY**, in a manner consistent with the level of care and skill ordinarily exercised by similar providers under similar circumstances at the time the services are performed.

**XVII.** General Responsibilities of the CITY.

1. The **CITY** shall provide reasonable notice to **PROVIDER** whenever the **CITY** actually observes or otherwise actually becomes aware of any development that affects the scope or time of **PROVIDER**'s services hereunder or any defect or Non-conformance in the work of **PROVIDER**.
2. The **CITY** shall pay to **PROVIDER** the compensation as, and subject to the terms set out below.

**XVIII.** Termination of Services. The **CITY** may terminate this contract, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, **PROVIDER** shall discontinue its work to the extent specified in the notice.

1. In the event of termination, the **CITY** shall pay **PROVIDER** for all services satisfactorily rendered, and for any expenses deemed by **CITY** to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination.

**XIX.** Compensation Limited. The compensation to be paid to the **PROVIDER** shall be the full compensation for all work performed by **PROVIDER** under this Contract. Any and all additional expenditures or expenses of **PROVIDER**, not listed in full within this Contract, shall not be considered as a part of this Agreement and shall not be demanded by **PROVIDER** or paid by **CITY**

**XX.** Direct Expenses. Compensation to **PROVIDER** for work shall be paid per the following:

Make: Printronix (or approved equal)  
Model: P7C10 –  
Quiet Cabinet  
1000 LPM  
PGL/VGL Graphics  
TelNet 3270/5250 and LP+ Emulation Set  
Ethernet 10/100, Parallel and RS232 Serial I/O's.  
Maintenance to be provided by Printronix (or approved equal manufacturer's recommended service agent)  
Include 2 ribbons and specify per unit price.

**XXI.** Ordering.

1. The City of Fairhope Purchasing Department will issue Purchase Order(s) to the awarded vendor for bid services as needed.
2. If **PROVIDER** fails to fill Purchase Order(s) or deliver on time, the **CITY** reserves the option to procure needed, comparable items from any source, and bill the awarded vendor for associated expenses generated by such failure.

**XXII.** Delivery of Service

1. Deliver bid services to **CITY** designated sites.
2. At point of delivery, the **CITY** will inspect the materials ordered. If approved, **PROVIDER** will present an itemized service ticket **with the Purchase Order Number clearly referenced thereon**, to **CITY** receiving personnel for signing.
3. F.O.B. **CITY**, as directed.

**XXII** Payment

1. Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, awarded vendor will submit a **detailed** invoice and signed service ticket to:

City of Fairhope  
Accounts Payable Department  
P.O. Box 429  
Fairhope, AL 36533

2. **All invoices must reference appropriate Purchase Order Numbers.**
3. Payment of Invoice: All invoices received by the **CITY** are payable within thirty (30) days from the date of receipt by the **CITY**, provided they are approved by the **CITY**.

**XXIV.** Effective and Termination Dates. This Contract shall be effective and commence immediately upon the same date as its full execution, and the same shall terminate upon both the expiration of twelve (12) months or upon a written notification thereof received by either party within the required thirty (30) day period. Nothing herein stated shall prohibit the parties from otherwise terminating this Contract according to the provisions herein.

**XXV** Force Majeure The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason on an event or effect that the parties could neither have anticipated nor controlled. This allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and/or necessitated by the provisions herein shall be alleviated for either party by such event or effect.

**XXVI.** Indemnification Provider shall indemnify, defend and hold **CITY** and its affiliates, employees, agents, and representatives (collectively "**CITY**") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon **CITY**, as a result of or in any manner related to provision of services hereunder, or any act or omission, by **PROVIDER**. **PROVIDER** shall provide the **CITY** with proof of general liability coverage including the **CITY** as an additional insured. This indemnification shall survive the expiration of this agreement.

**XXVII:** Number of Originals This Agreement shall be executed with four originals, all of which are equally valid as an original.

**XXVIII** Governing Law: This Contract in all respects, including without limitation its formation, validity, construction, enforceability and available remedies, shall be governed by the laws of the State of Alabama, without regard to Alabama conflict of law principles.

**XXIX:** Insurance Requirements:

1. Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the **PROVIDER** and the **CITY** at limits and coverages specified herein. The City of Fairhope will be listed as "additionally insured" on all applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the **PROVIDER**.
2. All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the **CITY** for prior approval.
3. **NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN RECEIVED BY THE CITY.**
4. Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability	\$100,000 Each Accident
	\$100,000 Each Employee
	\$500,000 Policy Limit



5. U.S. Longshoreman & Harbor workers Act (USL&H)-

Required if contract involves work near a navigable Waterway that may be subject to the USL&H law.

6. Maritime Endorsement (Jones Act)-

Endorsement required if contract involves the use of a Vessel. Or include coverage for "Master or Members or Crew" under "Protection and Indemnity" coverage (P&I), unless crew is covered under Workers Compensation.

Bodily injury by accident \$1,000,000 Each Accident

Bodily injury by disease \$1,000,000 Aggregate

7. Commercial General Liability

Coverage on an Occurrence form with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each Occurrence \$1,000,000

Personal and Advertising Injury \$1,000,000

Products/Completed Operation Aggregate \$2,000,000

General Aggregate \$2,000,000

- Coverage to include

- o Premises and operations
- o Personal Injury and Advertising Injury
- o Products/Completed Operations
- o Independent Contractors
- o Blanket Contractual Liability
  
- o Explosion, Collapse and Underground hazards
- o Broad Form Property Damage
- o Railroad Protective Liability Insurance if work involves construction, demolition or maintenance operations on or within 50 feet of a railroad.

8. Automobile Liability

Covering all Owned, Non-Owned, and Hired vehicles with a limit of no less than \$1,000,000 combined single limit of Bodily Injury and property damage per occurrence.

9. Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the **CITY PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide ten (10) days written notice of cancellation to the **CITY**.

# CITY OF FAIRHOPE, ALABAMA STANDARD TERMS AND CONDITIONS

## ACCEPTANCE OF AGREEMENT

This Agreement contains all terms and conditions agreed upon by the Owner and Winning bidder. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto. The Winning Bidder shall not employ Subcontractors without the express written permission of the Owner. No waiver, alteration, consent or modification of any of the provisions of the Agreement shall be binding unless in writing and signed by the Owner and Contractor. This Agreement shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Agreement, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

## ACCEPTANCE OF WORK

The City of Fairhope will be deemed to have accepted the Work after the City of Fairhope agrees the Work is completed by signature on delivery or service tickets. In the event Work furnished under the Contract / Agreement / Purchase Order is found to be defective or does not conform to the intent of the Contract / Agreement / Purchase Order, the awarded vendor shall, after receipt of notice from the City of Fairhope, correct the deficiencies. Failure on the part of the awarded vendor to properly correct the deficiencies within the time period allowed will constitute the City of Fairhope's right to cancel the Contract / Agreement / Purchase Order immediately, upon written notice to the awarded vendor.

## ADDENDA

All Addenda are part of the Contract Documents. Include resultant costs in the Bid. Addenda will be issued by FAX or Email to all Bidders on record, and posted to the City of Fairhope website [www.cofairhope.com](http://www.cofairhope.com). It is the responsibility of the bidder to verify that all addenda have been received, and to include all signed addenda in the bid submission

## ADDITIONAL ORDERS

Unless it is specifically stated to the contrary in the bid response, the City of Fairhope reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

## APPLICABLE LAW

This Agreement is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama. Any litigation arising out of the Agreement shall be heard in the Courts of Baldwin County, Alabama.

## ASSIGNMENT

The awarded vendor shall not assign the Contract / Agreement / Purchase Order or sublet it as a whole without the express written permission of the City of Fairhope. The awarded vendor shall not assign any payment due them hereunder, without the express written permission of City of Fairhope. The City of Fairhope may assign the Contract / Agreement / Purchase Order, or sublet it as a whole, without the consent of the awarded vendor.

## ASSURANCE OF NON-CONVICTION OF BRIBERY

The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

## AWARD CONSIDERATION

The following factors will be considered in determining the lowest **responsible** bidder: Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs,

and other objective and accountable factors which are reasonable.

### **AWARD OR REJECTION OF BIDS**

The Bid will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the City of Fairhope to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest to the City of Fairhope.

### **BACK ORDERS**

If it is necessary to back order any items, the vendor must notify the Purchasing Department and advise as to the expected shipping or delivery date. If this date is not acceptable, the City of Fairhope may seek remedies for default.

### **BID AND PERFORMANCE SECURITY**

If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to The City of Fairhope of Baldwin County, Al. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the City and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be non-substantial. All checks will be returned to the bidders after the contract has been approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

### **BRAND NAMES**

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature or manufacturers specifications plus any supplemental information necessary for comparison purposes should be submitted with the bid or the bid on that item may be rejected. Reference to literature submitted with a previous

bid or on file with the Division of Purchasing will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Bids without sufficient documentation to fully support equality, may be considered non-responsive. Reference by the City of Fairhope in the ITB to available existing specifications shall be sufficient to make the terms of such specifications binding on the bidder. Unless the bidder specifies otherwise in its bid, it is understood the bidder is offering a referenced brand item as specified in the ITB or is bidding as specified when no brand is referenced. Failure to examine drawings, specifications and instructions will be at the bidder's risk.

### **BUSINESS LICENSE**

The vendor selected to enter into a Contract / Agreement with the City of Fairhope must be licensed to do business in the City of Fairhope prior to commencement of any work under the contract. Delivery of goods or services to the City of Fairhope by Purchase Order have detailed and varied Business License requirements. In all instances that require a business license. Awarded vendor will provide proof of possessing a current City of Fairhope Business License. Prospective bidders will not be required to possess a City of Fairhope Business License prior to award.

### **CANCELLATION OF / CONTRACT / AGREEMENT / PURCHASE ORDER / LEASE**

A purchase order can be canceled in whole or in part when awarded vendor fails to deliver or perform as specified. Cancellation of a purchase order can only be made by a written purchase order change (POC) from the City of Fairhope. A term contract, lease or agreement can be canceled by the City of Fairhope, for justifiable cause, or convenience, by written notice.

### **CERTIFICATION PURSUANT TO ACT NO. 2006-557**

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By

submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false. All corporations must register to do business in Alabama with the Office of the Secretary of State. Their address is:

**Office of the Secretary of State**

P.O. Box 5616

Montgomery, AL 36103

(334) 242-5324

Fax: (334) 240-3138

<http://www.sos.state.al.us/index.aspx>

The Foreign Corporation form is online at <http://www.sos.state.al.us/downloads/dl1.cfm>.

### **COST OF REMEDYING DEFECTS**

All defects, indirect and consequential costs of correcting, removing or replacing any or all of the defective materials or equipment will be charged against the awarded vendor.

### **DELIVERY OF BID**

Bids must be received in the Purchasing Office by the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St., Fairhope, Al., unless otherwise specified.

### **DELIVERY**

The number of calendar days required for delivery after receipt of a purchase order shall be stated in the RFQ / ITB / RFP and/or Purchase Orders. When no time is stated in the document, the time shall be fourteen (14) calendar days after receipt of order. If a shipment is not made within the time period specified, the Purchase Order may be canceled.

### **ENVIRONMENTAL REQUIREMENTS**

All products will be clearly labeled for their intended use. Each delivery of product or materials will include a Material Safety Data

Sheet (MSDS) for all materials that require an MSDS. All manufacturers/distributors of hazardous substances, including any of the items listed on this bid/quote/contract and subsequent award must include completed material safety data sheet (MSDS) for each hazardous material. Additionally, each container of hazardous materials must be appropriately labeled with:

- a) The identity of the hazardous material,
- b) Appropriate hazard warnings, and
- c) Name and address of the chemical manufacturer, importer, or other responsible party

### **EQUIPMENT DEMONSTRATION**

The City of Fairhope may require equipment/ product materials or service techniques to be demonstrated at a time, date and location to be specified by the City of Fairhope.

### **EQUIPMENT ELECTRICAL CERTIFICATION**

All electrical equipment purchased shall conform to, and be identified in, the applicable standard(s), or otherwise be certified as applicable, as of the bid opening date and time, by Underwriters Laboratories, Inc. or other recognized laboratory facility. Bidder must provide satisfactory documentation with returned bid that all such equipment meets the applicable product standard or has otherwise been certified as outlined above. Unless indicated in the bid document, the above certification shall apply to the equipment itself, not the individual components of that equipment.

### **ERRORS IN BID**

Bidders are assumed to be informed regarding conditions, requirements and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

### **FORCE MAJEURE**

Neither the City nor the awarded vendor shall be deemed in breach of any contract / Purchase Order or Agreement which may result from this proposal submission if it is prevented from performing any of the obligations hereunder by

reason of Acts of God, acts of the public enemy, acts of superior governmental authority, strikes or labor disputes, floods, riots, rebellion, sabotage, or any similar other unforeseeable causes beyond its control and not due to its fault or negligence. Each party shall notify the other immediately in writing of the cause of such after the beginning period thereof. The awarded vendor may request cancellation and the City of Fairhope may grant the request if performance is prevented by any of the above referenced causes, or other unavoidable circumstances not attributable to the fault or negligence of the vendor. The burden of proof for such relief rests with the vendor. All correspondence pertaining to cancellation of a purchase order or term contract must be addressed to the City of Fairhope Purchasing Manager.

### **HAZARDOUS AND TOXIC SUBSTANCES**

Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the City of Fairhope with a "Material Safety Data Sheet" for all goods that carry one.

### **INDEMNITY**

Indemnity: The awarded vendor hereby agrees to indemnify and save harmless the City of Fairhope, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Contract / Agreement / Purchase Order, to the extent caused by a negligent act or omission of the awarded vendor, their agents, servants, employees, Subcontractors, or others associated with the awarded vendor. The awarded vendor shall be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, only to the extent that the damage or injury is caused by a negligent act or omission of the awarded vendor, or caused by failure of the awarded

vendor's supplied product to perform as specified.

### **INSPECTION**

All materials, workmanship, equipment, and supplies are subject to inspection and test at any source or time. Final inspection, acceptance or rejection will be made at delivery destination. Goods that do not meet specifications will be rejected unless substitutions have been approved by the City of Fairhope. Failure to inspect or to reject upon receipt, however, does not relieve the awarded vendor of liability. When subsequent tests, after receipt, are conducted and when such tests reveal a failure to meet specifications, the City of Fairhope will reject the goods and the awarded vendor shall immediately supply goods meeting specifications or the City of Fairhope may seek damages including but not limited to the testing expense, regardless of whether a part of or all of the goods have been consumed through the testing process. Rejected goods shall be removed by the awarded vendor promptly after rejection, at his expense. If not removed in fourteen (14) calendar days, they may be disposed of at the discretion of the City of Fairhope. Disposal costs will be the awarded vendor's responsibility.

### **INSPECTION OF PREMISES**

At reasonable times, the City may inspect those areas of the awarded vendor's place of business that are related to the performance of a Contract / Agreement / Purchase Order. If the City makes such an inspection, the awarded vendor must provide reasonable assistance. The City of Fairhope reserves the right on demand and without notice all the vendor's files associated with a subsequent Contract / Agreement / Purchase Order where payments are based on the awarded vendor's record of time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the Contract / Agreement / Purchase Order.

### **INSURANCE**

If a Contract / Agreement / Purchase Order results from this RFQ /ITB /RFP, or other form of solicitation, the awarded vendor shall maintain such insurance as will indemnify and hold harmless the City of Fairhope from Workmen's Compensation and Public Liability claims from property damage and personal injury, including

death, which may arise from the awarded vendor's operations under this Contract / Agreement / Purchase Order, or by anyone directly or indirectly employed by him/her.

### **INVITATION TO BID**

Any provisions made in the RFQ / ITB / RFP, or other form of solicitation, supersedes any provisions outlined here in the General Terms and Conditions.

### **INVOICING, DELIVERY, PACKAGING**

Invoices shall be prepared only after ordered materials have been delivered. All invoices must show the purchase order number. Unless otherwise specified in writing, vendors shall not ship any material without an authorized Purchase Order from the City of Fairhope Purchasing Department. All packages delivered must show the purchase order number. The awarded vendor will be required to furnish all materials, equipment and/or service called for at the bid price quoted. In the event the awarded vendor fails to deliver within a reasonable period of time, as determined by the City of Fairhope, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original awarded vendor will be back charged the difference between the original contract price and the price the City of Fairhope has to pay as a result of the failure to perform by the original awarded vendor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B., Prepaid and Allow, City of Fairhope chosen site, Baldwin County, Al. The title and risk of loss of the goods will not pass to the City of Fairhope until receipt and acceptance takes place at the F.O.B. point.

### **LABELING**

Individual shipping cartons shall be labeled with the name "City of Fairhope", Purchase Order Number, and where applicable, Contract Number, date of manufacture, batch number, storage requirements, conditions, and recommended shelf life. Bidders are encouraged to offer product packaging with recycled content.

### **LOSS OR DAMAGE IN TRANSIT**

Delivery by a vendor to a common carrier does not constitute delivery to the City of Fairhope.

Any claim for loss or damage incurred during delivery shall be between the vendor and the carrier. The City of Fairhope accepts title only after satisfactory receipt at the delivery point. The City of Fairhope shall note all visible damages on the freight bill and may refuse the damaged goods. The vendor shall make immediate replacement of the damaged merchandise or be subject to damages for breach of contract. If damage is to a small portion of a total shipment and the City of Fairhope will not be inconvenienced because of the shortage, the vendor may be permitted by the Purchasing Manager to deduct the amount of damage or loss from its invoice, in lieu of replacement. Risk of loss during delivery is borne by the vendor until the goods have been accepted by the City of Fairhope, unless otherwise specified in the RFQ / ITB / RFP or other form of solicitation.

### **MANDATORY SITE VISIT**

If the RFQ / ITB /RFP or other form of solicitation requires a mandatory site visit, bidders must inspect the site where installation or service is to take place to obtain a full understanding of scope of work outlined therein. Date of site visit will be determined by the City of Fairhope.

### **MONITORING OF SERVICES**

Performance of services will be monitored by the requisitioning department and/or the Purchasing Department, and evaluation reports may be filed with the Purchasing Department. Performance not meeting specifications will result in cancellation of Contract / Agreement / Purchase Order and may result in vendor being removed from the vendor list.

### **NONCONFORMING MERCHANDISE**

When merchandise received from the lowest responsible bidder is not in accordance with the purchase order, it will be returned to the bidder, at bidder's expense.

### **NON-DISCRIMINATION**

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract / Agreement / Purchase Order Documents in this regard. The City also encourages and supports

the utilization of Minority Business Enterprises on this and all public bids.

### **NON EXCLUSIVE**

Unless otherwise specified, this Contract / Agreement / Purchase Order is considered a non-exclusive Contract /Agreement / Purchase Order between the parties.

### **NOTIFICATION AND ACCIDENT REPORTS**

In the event of accidents of any kind, in the performance of a Contract / Agreement / Purchase Order, the awarded vendor shall notify the City of Fairhope immediately and furnish, without delay, copies of all such accident reports to the City of Fairhope. If in the performance of their Work, the awarded vendor fails to immediately report an accident to the City of Fairhope, of which the awarded vendor has knowledge of and which results in a fine levied against the City of Fairhope then the awarded vendor shall be responsible for all fines levied against the City of Fairhope.

### **PACKAGING**

All goods must be packaged in new packing containers. Packing that meets the requirements of common carriers is acceptable, unless otherwise required. A packing slip or invoice must accompany all shipments and must reference the purchase order number.

### **PAYMENT**

Invoices -- Upon completion of service and delivery of materials specified in the applicable purchase order, awarded vendor will submit an invoice and signed delivery ticket to:

City of Fairhope  
Accounts Payable Department  
P.O. Box 429  
Fairhope, Al. 36533

All invoices must reference appropriate Purchase Order Numbers Payment of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

### **PAYMENT WITHHELD**

Payment may be withheld until all items have been delivered and all requirements of the

Contract / Agreement / Purchase Order have been fulfilled.

### **RECEIPT BY CITY OF FAIRHOPE**

If not otherwise stated in the order, the City of Fairhope will be said to have received goods when they have been delivered, unloaded and placed on the agency's dock or if there is no dock, inside an accessible building, and signed for by an authorized City employee. Shipments will be checked against the receiving copy of the Purchase Order. If the purchase order requires grading certificates, USDA Stamps, or any proof of quality, such proof must accompany the shipment.

### **SET-UP AND INSTALLATION**

Unless otherwise specified, bid / quotation to include cost of all uncrating, disposal of shipping materials, set-up, testing and initial instruction to agency personnel.

### **SPILL CLEAN UP**

The awarded vendor shall be responsible for spillage caused by their negligence, which occurs during transit or unloading operations. The awarded vendor shall immediately report and clean up any spillage. Upon failure to do so, the awarded vendor shall remain responsible for all actual related costs.

### **PRODUCT TESTING**

Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the City deems necessary during the term of the Contract / Agreement / Purchase Order. The City of Fairhope reserves the right to request a demonstration of any and all items bid before making the award.

### **PATENTS**

Awarded vendor guarantees that the sale and / or use of goods will not infringe upon any U.S. or foreign patent. Awarded vendor will at his / her own expense, indemnify, protect and save harmless the City of Fairhope, on any patent claims arising from the purchase of goods or services.

### **PACKAGING**

Unless otherwise specified, goods are to be packaged in cartons meeting federal specifications and shipped on non-returnable pallets.

## **PERMITS LICENSES AND CERTIFICATES**

The awarded vendor is to procure all permits, licenses, and certificates, or any approvals of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under the Contract / Agreement / Purchase Order.

## **PREPARATION OF BID**

All bids / proposals shall be typewritten or in ink on the form(s) prepared by the City of Fairhope. Bids / proposals prepared in pencil will not be accepted. All bids / proposals must be signed by officials of the corporation or company duly authorized to sign bids / proposals. Any bid / proposal submitted without being signed will automatically be rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign quotations /bids / proposals. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

## **QUESTIONS / CONTACT**

Commencing with the issuance of the RFQ / ITB / RFP, or other form of solicitation, no vendor or anyone acting on a vendor's behalf, shall make direct or indirect contact with City personnel or undertake any activities or take any action to otherwise promote its quotation / bid / proposal to the City or its personnel. All communications shall be made to the contact identified in the quotation / bid / proposal documents. Violation of this requirement may, at the City's sole and absolute discretion, be grounds for disqualifying a vendor from further consideration.

## **REJECTION OF BIDS**

The City of Fairhope reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the City of Fairhope will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended for

any of (but not limited to) the following causes: Failure to use the bid forms furnished by the City of Fairhope, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Evidence of collusion among bidders, Unauthorized alteration of the bid form.

## **RIGHT TO AUDIT**

The awarded vendor shall maintain documentation of all work performed. The awarded vendor shall make any and all documentation available to the City of Fairhope at all reasonable times, for inspections and audit by the City of Fairhope, during the entire term of the Contract / Agreement / Purchase Order and for a period of Three (3) years after the expiration of the Contract / Agreement / Purchase Order.

## **SAMPLES**

Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The City of Fairhope reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

## **SAFETY MEASURES**

The awarded vendor shall take all necessary precautions for the safety of the City of Fairhope's and awarded vendor's employees at the Work site, and shall erect and properly maintain at all times, all necessary safeguards for the protection of the workmen and the public. The awarded vendor shall post signs warning against hazards in and around the Work site

## **SUBSTITUTIONS**

Substitutions on a purchase order shall require the approval of the Originating Buyer. The City of Fairhope reserves the right to reject at destination and hold at the vendor's risk and expense any goods supplied by the vendor which do not conform to the specification or description embodied in the order or are inferior in any respect to the good specified. Any good bought by sample which is inferior in quality to the sample submitted by vendor will be rejected. Any goods delivered that do not meet specifications may be returned to the vendor at its expense. When a good is returned, the vendor must make merchandise or the City of Fairhope may seek remedies for default.



## **TABULATION**

Bid results are posted on The City of Fairhope's web site: [www.cofairhope.com](http://www.cofairhope.com) . The awarded vendor will be sent a written notification via mail.

## **TAXES**

Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The City will assume no transportation or handling charges other than specified in the RFQ, ITB, RFP or other form of solicitation. The City is tax exempt by law – Code of Alabama 1975.

## **TERMINATION FOR CONVENIENCE**

Any Contract / Agreement / Purchase Order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

## **TERMINATION FOR DEFAULT**

Performance of Work under the Contract / Agreement / Purchase Order Agreement may be terminated by the City of Fairhope, in whole or in part, in writing, whenever the City of Fairhope determines that the awarded vendor has failed to meet the requirements of the Contract / Agreement / Purchase Order.

## **TERMINATION FOR NON-APPROPRIATION**

Termination for Non-appropriation – The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, State Legislature and/or federal sources. The City of Fairhope may terminate any financial obligation, and awarded vendor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the City of Fairhope's funding from local, State and/or federal sources is not appropriated, withdrawn or limited.

## **TIME IS OF THE ESSENCE**

The City of Fairhope and awarded vendor agree that time is of the essence in the performance of

Work called for under this Contract / Agreement / Purchase Order. The awarded vendor agrees that all work will be accomplished regularly, diligently and uninterrupted at such a rate of progress as will ensure full completion thereof within reasonable time periods.

## **TITLE**

All titles, fees, as well as other charges, are to be paid by awarded vendor. Awarded vendor is to furnish prepaid certificate of title in the name of the City of Fairhope, Title shall change upon acceptance of delivery at the City of Fairhope approved delivery location.

## **VENDOR LIST**

A vendor may be removed from the City of Fairhope's Bidders List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

## **WARRANTY**

The awarded vendor expressly warrants that all articles, materials, and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the City of Fairhope, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defects. The awarded vendor further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period will be at the awarded vendor's sole expense. Awarded vendor will provide written warranty for all parts and labor for a period of (1) one year commencing from date of written acceptance of delivery by City of Fairhope. Awarded vendor will provide written copies of all other applicable warranties, such as, Manufacturer's warranty. Those warranties, if any, will be in addition to the awarded vendor's warranty, and the terms of which will not be altered by the awarded vendor's warranty.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

THE CITY OF FAIRHOPE

OF BALDWIN COUNTY, ALABAMA

ATTEST:

BY: \_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(City Clerk)

ATTEST: (to Contractor)

\_\_\_\_\_  
(Contractor Business Name)

\_\_\_\_\_

\_\_\_\_\_  
(Contractor's Representative)

Email \_\_\_\_\_

\_\_\_\_\_  
(Contractor Business Address)

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the Corporation named as Contractor herein, that \_\_\_\_\_ who signed this Contract on behalf of the Contractor, was then \_\_\_\_\_ of said Corporation; that said contract was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporation by authority of its corporate powers.

\_\_\_\_\_  
(Corporate Seal)

NOTARY FOR PROVIDER

{ \_\_\_\_\_ }

{ \_\_\_\_\_ }

I, the undersigned authority, a Notary Public in and for said State and County, hereby certify that

\_\_\_\_\_ whose name as \_\_\_\_\_ of \_\_\_\_\_, a corporation, is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day, that being informed of the contents of the within instrument, he, as such officer and with full authority executed the same voluntarily and as the act of said corporation.

Given under my hand and Official Seal this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires \_\_\_/\_\_\_/\_\_\_

**NOTARY FOR CITY**

{STATE OF ALABAMA}

{COUNTY OF BALDWIN}

I, \_\_\_\_\_, a Notary Public in and for said State and County, hereby certify that TIMOTHY M. KANT and LISA A. HANKS, whose names as Mayor and City Clerk, respectively of the CITY OF FAIHOPE of BALDWIN COUNTY, a body corporate and politic, are signed to the foregoing instrument and who are known to me, acknowledge before me on this day, that being informed of the contents of the instrument, they as such officers and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and notary seal on this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires \_\_\_/\_\_\_/\_\_\_

## ATTACHMENT "A"

### Scope of Work & Specifications

#### **SCOPE OF WORK**

The City of Fairhope will be accepting bids for the rental of a large format printer for the IT Department

1. The Contractor to provide all necessary supervision, labor, tools, materials and safety equipment to perform the following tasks:
  - a. Provide equipment, associated equipment and service as per specifications, for one of the following procurement methods selected by City:
    - 1.) Lease / Purchase with fair market buyout option at lease end using vendor supplied financing.
  - b. Deliver items to City of Fairhope, 555 S. Section Street, Fairhope AL, or other designated City site, with all freight FOB destination, prepaid & allowed.
  - c. Provide maintenance service as per specifications.

#### **GENERAL SPECIFICATIONS**

1. Service to include:
  - a. Mobilize, set up, activate, de-activate and demobilize equipment, and freight. Prior to acceptance, all equipment shall be assembled and fully serviced, ready for operation, including initial startup supplies.
  - b. Awarded vendor will be responsible for all necessary service above and beyond normal wear maintenance, with repairs to be accomplished within seventy two (72) hours of notification of out of service.
2. Design:
  - a. The equipment shall be of commercial design and shall be complete with all of the necessary accessories as shown and described herein. Accessories not specifically mentioned, but necessary to furnish a complete unit ready for use shall also be included. All equipment shall be new and of current production of national firms that manufacture LARGE FORMAT PRINTERS.
3. Bidder Proximity:
  - a. Awarded vendor must be a manufacturer or an authorized distributor of a manufacturer. A letter of authorization from manufacturer must accompany bid showing that bidder is an authorized distributor, and that bidder is authorized to lease equipment in Baldwin County, Alabama.
4. Patents:
  - a. The awarded vendor shall protect the City of Fairhope from any damages or liability arising from alleged infringements of patents.
5. Equipment Maintenance:
  - a. All routine services performed under this Agreement shall be conducted during the City of Fairhope's normal business hours of 7:00AM to 3:00 PM, Monday through Friday. No City of Fairhope employee overtime will be approved for routine preventive maintenance unless expressed in written

permission by City of Fairhope.

- b. After hours calls, at any hour, shall be 3:01 PM to 6:59 AM, Monday through Friday, weekends and City approved holidays.
- c. All work scheduling must be preapproved by the City of Fairhope.
- d. On-call remedial maintenance, including replacement of unserviceable parts. Parts will be furnished as new or equivalent to new in performance when used in this device. Removed parts are the property of the vendor, who will dispose of such parts in a legally acceptable manner. Only manufacturer approved parts are to be used.
- e. In the event that repairs cannot be completed within one (1) City of Fairhope work day, a substitute machine approved by the City of Fairhope will be provided by the awarded vendor.

6. Training:

- a. Awarded vendor will be responsible for initial training of a minimum of two (2) operators on all aspects of the equipment, at a time and location determined by the City of Fairhope, and before operation of equipment by City of Fairhope employees.
- b. Operator / instruction manuals must be included with equipment at time of delivery.

7. Referenced Specifications:

- a. Reference to brand names and numbers is descriptive, but not restrictive. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature or manufacturer's specifications plus any supplemental information necessary for comparison purposes should be submitted with the bid or the bid on that item may be rejected. Reference to literature submitted with a previous bid or on file with the City of Fairhope will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the RFQ. The name of a certain brand, make, model number, manufacturer, or definite specification is to denote the quality standard of the article desired, but does not restrict the bidder to the particular brand, make, model number, manufacturer, or specification named. It is set forth to convey the general style, character, and quality of the item desired to the prospective bidder. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, which is approved by the City of Fairhope. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the City of Fairhope's satisfaction.
- b. Substitute Offer: The bidder has the burden of demonstrating that a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number referenced.
- c. Nonconforming Equipment: When equipment received from the lowest responsible bidder is not in accordance with the bid requirements, it will be returned to the bidder, at bidder's expense.

## **TECHNICAL SPECIFICATIONS**

1. The technical specifications as noted below are being provided by the City of Fairhope

IT Department..

2. Lease equipment will consist of one (1) LARGE FORMAT PRINTER.

Make: Printronix (or approved equal)  
Model: P7C10 –  
Quiet Cabinet  
1000 LPM  
PGL/VGL Graphics  
TelNet 3270/5250 and LP+ Emulation Set  
Ethernet 10/100, Parallel and RS232 Serial I/O's.

3. Maintenance to be provided by Printronix (or approved equal manufacturer's recommended service agent)

4. Please make substitute offers noted where your specifications do not comply with the specific equipment.

**END OF SCOPE OF WORK AND SPECIFICATIONS**



Each proposal must give the full business address of the vendor and must be signed by him with his usual signature. Quotations by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Quotations by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A quotation by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the quotation of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your quotation, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this quotation and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the RFQ documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

**If Individual or Partnership**

\_\_\_\_\_  
(Name of Individual or Partnership)

\_\_\_\_\_  
(Name of Partner Print)

\_\_\_\_\_  
(Name of Representative Authorized to sign Bids and Contracts for the firm Print)

\_\_\_\_\_  
(Name of Partner Print)

\_\_\_\_\_  
(Name of Representative Authorized to sign Bids and Contracts for the firm Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

Phone Number (    ) \_\_\_\_\_ Fax Number (    ) \_\_\_\_\_

Primary e-mail address \_\_\_\_\_

Alabama Contractor's License No. \_\_\_\_\_

**If Corporation or LLC**

Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_

Company Representative \_\_\_\_\_  
(Name of Representative Authorized to sign Bids and Contracts for the firm Print)

Company Representative \_\_\_\_\_  
(Name of Representative Authorized to sign Bids and Contracts for the firm Signature)

Address \_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Primary e-mail address \_\_\_\_\_

Alabama Contractor's License No. \_\_\_\_\_

**NOTARIZATION:**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } ss:

I, the undersigned authority in and for said State and County, hereby certify that \_\_\_\_\_, as respectively, of \_\_\_\_\_, whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.  
Given under my hand and Notary Seal on this \_\_\_\_\_ day of \_\_\_\_\_ 2012

\_\_\_\_\_  
NOTARY PUBLIC  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
MY COMMISSION EXPIRES

Third Party Finance Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_

Company Representative \_\_\_\_\_ Title \_\_\_\_\_  
(Signature)

Company Representative \_\_\_\_\_  
(print)

Company Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Foreign Vendor Alabama Registration Number, if applicable \_\_\_\_\_

Alabama State Contractor's License Number, if applicable \_\_\_\_\_

**NOTARY FOR THIRD PARTY FINANCE COMPANY**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I, the undersigned authority in and for said State and County, hereby certify that

\_\_\_\_\_, as \_\_\_\_\_  
(Print name of bid signer here) (Print bid signers Title here)

respectively, of \_\_\_\_\_  
(Print company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this \_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_ / \_\_\_ / \_\_\_

**END OF BID RESPONSE FORM**

## Alabama Immigration Act Mandated Affidavits

### 1.0 Background

The **Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No 2011-535, Code of Alabama (1975) Section 31-13-1** through **Section 31-13-30** (also known as and hereinafter referred to as “the Alabama Immigration Act”) is applicable to contracts with the City of Fairhope, Alabama. As a condition of or the award of a contract and as a term and condition of the contract with the City of Fairhope, in accordance with **Section 31-13-1 (a)** of the Alabama Immigration Act, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and shall attest to such by sworn affidavit signed before a notary. **Such business entity or employer shall provide a copy of such affidavit to the City of Fairhope as part of its bid or proposal for the contract along with documentation establishing that the business entity or employer is enrolled in the Federal E-Verify program.** The required affidavit forms are included herein.

### 2.0 Contract Requirements— Federal E-Verify

During the performance of the contract, such business entity or employer shall participate in the Federal E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The business entity or employer shall assure that these requirements are required of every subcontractor in accordance with **Section 31-13-9(c)** and shall maintain records that are available upon request by the City, state authorities or law enforcement to verify compliance with the requirements of the Alabama Immigration Act. Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly suspension or revocation of business licenses and permits in accordance with **Section 31-13-9(e)(1) & (2)** or in the case of a subcontractor, in accordance with **Section 31-13-9(f) (1) & (2)**.

#### 2.01 Contracts Involving Subcontracting

“The Act also imposes requirements on subcontractors. It states that no subcontractor shall employ or continue to employ an unauthorized alien in the State of Alabama and that **all subcontractors shall attest to the above by sworn affidavit signed before a notary.** The subcontractor must also enroll in the Federal E-Verify Program prior to performing any work on the contract and shall attach to its sworn affidavit documentation establishing that the subcontractor is enrolled in the Federal E-Verify Program.

**The City will not require contractors to submit** the affidavits it acquires from its subcontractors. The proper affidavit for the contractor to acquire from its subcontractors is included herein in **AFFIDAVIT OF SUBCONTRACTOR**. **The City** considers these affidavits part of the contract documents and requires contractors to keep these affidavits on file and available for audit.

Under the Act, contractors can protect themselves from liability for violations of the Act by their direct subcontractors if they obtain the proper affidavits from their subcontractors. **AFFIDAVIT OF DIRECT SUBCONTRACTOR TO GIVE TO CONTRACTOR** sets out the proper affidavit for this purpose. **The City** does not require the contractor to obtain these affidavits from its subcontractors.

Alabama Immigration Act  
AFFIDAVIT OF CONTRACTOR

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, a Notary Public, personally appeared \_\_\_\_\_ (Affiant) who, being duly sworn says as follows:

As a condition for the award of any contract, grant, or incentive by the **City of Fairhope** to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state business entity/employer/ contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program. **{ATTACH DOCUMENTATION (FEDERAL MEMO OF UNDERSTANDING) ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE FEDERAL E-VERIFY PROGRAM}**.

\_\_\_\_\_  
Affiant

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }

I, the undersigned authority in and for said State and County, hereby certify that \_\_\_\_\_, as \_\_\_\_\_ respectively, of \_\_\_\_\_, whose name is signed to the foregoing document and who are known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this \_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
NOTARY PUBLIC

COMMISSION EXPIRES: \_\_\_\_\_

**Alabama Immigration Act**

**AFFIDAVIT OF SUBCONTRACTOR**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, a Notary Public, personally appeared \_\_\_\_\_ (Affiant) who, being duly sworn says as follows:

As a condition for the award of any contract, grant, or incentive by the **City of Fairhope** to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state subcontractor name) said subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said subcontractor is enrolled in the E-Verify program. **{ATTACH DOCUMENTATION (FEDERAL MEMO OF UNDERSTANDING) ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE FEDERAL E-VERIFY PROGRAM}**.

Affiant \_\_\_\_\_

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I, the undersigned authority in and for said State and County, hereby certify that \_\_\_\_\_, as \_\_\_\_\_ respectively, of \_\_\_\_\_, whose name is signed to the foregoing document and who are known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this \_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

**Alabama Immigration Act**

**AFFIDAVIT OF DIRECT SUBCONTRACTOR  
TO GIVE TO CONTRACTOR**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, a Notary Public, personally appeared \_\_\_\_\_ (Affiant) who, being duly sworn says as follows:

I hereby attest that in my capacity as \_\_\_\_\_ (state position) for the direct subcontractor \_\_\_\_\_ (state business entity/employer/contractor name) said direct subcontractor has not knowingly employed, hired for employment, or continued to employ an unauthorized alien.

I further attest that I have verified each of the above-named direct subcontractor's employee's eligibility for employment. I further attest that I have in good faith complied with **Code of Alabama, Section 31-13-9(c)\***.

\_\_\_\_\_  
Affiant

STATE OF \_\_\_\_\_}  
COUNTY OF \_\_\_\_\_}

I, the undersigned authority in and for said State and County, hereby certify that \_\_\_\_\_, as \_\_\_\_\_ respectively, of \_\_\_\_\_, whose name is signed to the foregoing document and who are known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this \_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

**\*Code Of Alabama, Section 31-13-9(c)** provides: "No subcontractor on a project paid for by contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity shall knowingly employ, hire for employment, or continue to employ an unauthorized alien and shall attest to such by sworn affidavit signed before a notary. The subcontractor shall also enroll in the Federal E-Verify program prior to performing any work on the project and shall attach to the sworn Affidavit documentation establishing that the subcontractor is enrolled in the E-Verify program."

**THIS CLAUSE MUST BE INSERTED IN ALL THIRD PARTY LEASE DOCUMENTS (IF UTILIZING DOCUMENTS OTHER THAN THOSE PROVIDED BY THE CITY OF FAIRHOPE).**

**“Lessor and Lessee agree that all conflicts between the Lease Purchase Agreement and the City of Fairhope Bid Invitation Bid Number\_\_\_\_\_, including all attachments thereto (including, without limitation, the City of Fairhope, Alabama Standard Terms and Conditions, the Specifications, and the Sample Lease Agreement Documents) and any bid response submitted in connection therewith (the “Bid Documents”) will be resolved in favor of the Bid Documents. The terms of the Bid Documents will take precedence over the \_\_\_\_\_Equipment Lease Purchase Agreement in all respects. If any of the provisions of this Equipment Lease Purchase Agreement conflict with Alabama law, said provisions shall be null and void. This, however, will not affect the validity and/or enforceability of any other terms of the Equipment Lease Purchase Agreement.”**

**ITEM VII**  
**INVITATION SUMMARY**  
**Bid No. 008-12**  
**Large Format Printer Two Year Lease**

Invitation for bid #:	008-12
Issue Date:	4/27/2012
Bid Bond Requirements:	WAIVED
Certificate of Insurance Requirements:	See Standard Terms and Conditions
Pre-Bid Meeting:	There will be no pre-bid meeting
Deadline for Questions Date:	
IFB Closing Date (bids opened):	05/03/2012 (2:00pm)
City Internet Site: (for bid postings)	<a href="http://www.cofairhope.com">www.cofairhope.com</a>
Bid Copies: (to submit)	One (1)
Purchasing Department Contact:	Daniel P Ames, Purchasing Manager <a href="mailto:dan.ames@cofairhope.com">dan.ames@cofairhope.com</a> (251) 928-8003

**END OF INVITATION SUMMARY**



**ITEM VIII**

**BIDDER INFORMATION**

**BIDDER INFORMATION**

Please print this section and turn in with your bid response

**BID NO 008-12 Large Format Printer Two Year Lease**

Business Organization

Name of Bidder (exactly as it appears on W-9):

\_\_\_\_\_  
Doing-Business-As Name of Bidder:

\_\_\_\_\_  
Principal Office Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form of Business Entity [check one ("X")]

Corporation \_\_\_\_\_

Partnership \_\_\_\_\_

Individual \_\_\_\_\_

Joint Venture \_\_\_\_\_

Other (describe): \_\_\_\_\_

Corporation Statement

If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

Location of incorporation: \_\_\_\_\_

The corporation is held: Publicly \_\_\_

Privately \_\_\_

Partnership Statement

If a partnership, answer the following:

Date of organization: \_\_\_\_\_

Location of organization: \_\_\_\_\_

The partnership is: General \_\_\_

Limited \_\_\_

Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: \_\_\_\_\_

Location of organization: \_\_\_\_\_

JV Agreement recorded? Yes \_\_\_

No \_\_\_

Primary Contact

Title: \_\_\_\_\_

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

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

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

Website: \_\_\_\_\_

**END OF BIDDER INFORMATION SECTION**