



INVITATION TO BID NO: 10-R-2215266

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 010022  
DEPARTMENT OF FINANCE  
AGENCY REQ. NO. : 10-435-007  
T-NUMBER :  
DATE ISSUED : 12/10/09  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1427373  
BUYER NAME : JANNA WICKHAM

INVITATION TO BID

FOR: LEASE/PURCHASE OF HIGH SPEED PRINTERS

BUYER PHONE NO. : (334) 242-4288-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 01/04/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 01/05/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-R-2215266 PAGE 2  
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INVITATION TO BID

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

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 HEARBY 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.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2215266

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INVITATION TO BID

RETURN DATE: 01/04/10 TIME: 5:00 PM

#### INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

#### ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

#### INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

#### PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

#### SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

#### INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

#### BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

#### FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

#### BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

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INVITATION TO BID

PURPOSE:

ESTABLISH A CONTRACT FOR PURCHASE/LEASE PURCHASE OF TWO HIGH SPEED PRINTERS FOR THE ALABAMA STATE MAIL ROOM/DEPARTMENT OF FINANCE.

DELIVERY TIME FRAME:

ALL ITEMS ORDERED MUST BE DELIVERED TO THE "SHIP TO" ADDRESS SHOWN ON THE P.O. WITHIN THIRTY (30) DAYS OF VENDOR'S RECEIPT OF ORDER.

LEASE PURCHASE AGREEMENT:

THE VENDOR AGREES TO ACCEPT THE APPLICABLE AGREEMENT (VENDOR, OR FINANCIAL INSTITUTIONS), UNLESS EXCEPTIONS ARE EXPRESSLY STATED IN THE BID RESPONSE. THE APPLICABLE AGREEMENT MAY BE OBTAINED BY CONTACTING THE BUYER LISTED ON THE BID DOCUMENT, UNLESS OTHERWISE ATTACHED. BOTH AGREEMENTS (VENDOR AND FINANCIAL INSTITUTIONS) READ THE SAME EXCEPT FOR THE PARAGRAPH ON WARRANTIES.

THE BID IS TO BE F.O.B. DESTINATION WITH ALL FREIGHT CHARGES PREPAID. BID PRICES MUST BE FIRM FOR AWARD WITHIN 90 DAYS AFTER BID OPENING.

BIDS ARE TO BE SUBMITTED FOR ANY OR ALL OF THE FOLLOWING PLANS:

PLAN A - INDIVIDUAL UNIT PRICE WITH FULL PAYMENT TO BE MADE 30 DAYS AFTER SATISFACTORY DELIVERY.

PLAN B - LEASE PURCHASE WITH MONTHLY PAYMENTS MADE IN ARREARS AS PER STATE OF ALABAMA LEASE PURCHASE AGREEMENT FOR VENDORS.

PLAN C - TIME PRICE DIFFERENTIAL FACTOR FOR LEASE PURCHASE WITH MONTHLY PAYMENTS TO BE MADE IN ARREARS AS PER STATE OF ALABAMA LEASE PURCHASE AGREEMENT FOR FINANCIAL INSTITUTIONS.

THE STATE MAY AWARD A CONTRACT ON ANY ONE OF THE FOLLOWING PLANS:

\*A OUTRIGHT PURCHASE

B LEASE PURCHASE AGREEMENT.

\*C BY ACCEPTING THE LOWEST RESPONSIBLE BID MEETING THE SPECIFICATIONS FOR OUTRIGHT PURCHASE (PLAN A) AND THE LOWEST RESPONSIBLE BID FOR TIME PRICE DIFFERENTIAL FACTOR, PROVIDED THE AGGREGATE TOTAL IS LESS THAN LEASE PURCHASE (PLAN B) PRICE; AND ENTERING INTO A LEASE PURCHASE AGREEMENT.

\*NOTE: IF THE LAST ALTERNATE IS SELECTED, THE VENDOR OF THE EQUIPMENT WILL SELL FOR CASH, TO THE VENDOR OF THE TPDF (PLAN C) AND DELIVER SAID EQUIPMENT TO THE STATE AND AGREES TO THE SALE IN SUBMITTING THE BID.

A BID SUBMITTED WITH (PLAN B) MUST INCLUDE A SCHEDULE SHOWING THE NET PURCHASE PRICE AT THE END OF THE MONTH WHICH SHALL BE EQUAL TO THE STRAIGHT AMORTIZED PRINCIPLE BALANCE. WHERE (PLAN C) IS BID, FACTOR SHALL BE SHOWN FOR MONTHLY PAYMENTS IN ARREARS AND THE PURCHASE AFTER EACH MONTHLY PAYMENT SHALL BE EQUAL TO THE STRAIGHT AMORTIZED PRINCIPLE BALANCE OF THE PURCHASE PRICE.

NOTE: THE PRICES FOR THE ITEM(S) ARE TO INCLUDE ALL WARRANTIES WHICH WILL START FROM THE DATE OF ACCEPTANCE. IF THE ITEM IS NOT ACCEPTABLE, THE CONSIGNEE WILL NOTIFY THE VENDOR WITHIN 15 DAYS BY REGISTERED MAIL THAT THE EQUIPMENT IS NOT ACCEPTABLE. IF THE VENDOR HAS NOT BEEN CONTACTED WITHIN 15 DAYS AFTER RECEIPT, THE EQUIPMENT WILL BE CONSIDERED ACCEPTED. WARRANTY WORK IS TO BE ON-SITE AND INCLUDE ALL PARTS, LABOR, TRAVEL AND EXPENSES AT NO ADDITIONAL CHARGE TO THE STATE. AFTER EXPIRATION OF THE WARRANTY, THE STATE SHALL PROVIDE MAINTENANCE IN ACCORDANCE WITH PARAGRAPH (7) OF THE LEASE PURCHASE AGREEMENT.

VENDOR MUST INDICATE THE LENGTH OF ALL WARRANTIES AND AVAILABILITY OF MAINTENANCE AFTER THE EXPIRATION OF WARRANTY. INDICATE BELOW THE MONTHLY COST OF EACH MAINTENANCE TERM FOR THE REMAINDER OF THE LEASE PERIOD AFTER EXPIRATION OF WARRANTY.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2215266

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INVITATION TO BID

OPEN DATE : 01/05/10 TIME: 10:00 AM

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MAINTENANCE AFTER WARRANTY: INDICATE MONTHLY PRICE FOR EACH PERIOD.

1ST YEAR \$ \_\_\_\_\_ 2ND YEAR \$ \_\_\_\_\_ 3RD YEAR \$ \_\_\_\_\_

AGENCIES OF THE STATE OF ALABAMA CANNOT ACCEPT AND THE DEPARTMENT OF FINANCE WILL NOT APPROVE BID RESPONSES FOR THE LEASE/PURCHASE OF PERSONAL PROPERTY WHERE SUCH TRANSACTIONS ARE PROPOSED TO BE FUNDED, IN WHOLE OR IN PART, BY CERTIFICATES OF PARTICIPATION (BOND), OR SIMILAR FINANCING METHODS. ANY OFFER, BID RESPONSE OR PROPOSAL THAT INVOLVES THIS TYPE FUNDING WILL BE REJECTED, SINCE IT WILL AFFECT THE CREDIT OF THE STATE.

MANUFACTURER, STOCK/MODEL NUMBERS:  
AT THE END OF EACH ITEM WHERE SPACES ARE MARKED "MFR" AND "NO.", THE VENDOR IS TO INDICATE THE MANUFACTURER & ALL STOCK/MODEL NUMBERS NECESSARY TO COMPLETE EACH UNIT AS SPECIFIED.

REQUESTED INFORMATION:  
ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

REQUIRED DOCUMENTS:  
A HANDBOOK OF OPERATING INSTRUCTIONS MUST BE FURNISHED WITH EACH MACHINE ORDERED. THE HANDBOOK SHALL ADEQUATELY IDENTIFY AND EXPLAIN EACH FEATURE, SHOW ITS LOCATION AND METHOD OF OPERATION.

VENDOR QUALIFICATION:  
IF REQUESTED, VENDOR MUST PROVIDE DOCUMENTATION OF BEING AN AUTHORIZED MANUFACTURER'S REPRESENTATIVE FOR THE PRODUCTS LISTED. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN REJECTION OF BID.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2215266

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OPEN DATE : 01/05/10 TIME: 10:00 AM

RETURN DATE: 01/04/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 010008 / 010M03 DEPT OF FINANCE/SERVICE DIV CENTRAL MAIL ROOM 425 SOUTH UNION ST. MONTGOMERY AL 36104					
00001	COMMODITY CODE: 985-59-091530 PURCHASE OF HIGH SPEED PRINTERS WITH PROFESSIONAL OPTIONS, TOUCH SCREEN CONTROL, SCANNERS, FULL MAINTENANCE, INSTALLATION AND TRAINING.  MFR: _____ MODEL: _____ PITNEY BOWES HC5500 OR EQUAL  SEE SPECIFICATIONS ATTACHED  BID PRICE SHOULD BE FOR OUTRIGHT PURCHASE.	2	EA	_____	_____
00002	COMMODITY CODE: 946-54-086388 LEASE/PURCHASE FINANCING, 36 MONTH.  ENTER INTEREST RATE HERE: _____  ENTER MONTHLY PAYMENT IN UNIT PRICE COLUMN.	1	MO	_____	_____
00003	COMMODITY CODE: 946-54-056214 TIME PRICE DIFFERENTIAL FACTOR PER STANDARD STATE OF ALABAMA LEASE PURCHASE AGREEMENT FOR FINANCIAL INSTITUTION.  ENTER TPDF IN UNIT PRICE COLUMN.  FOR QUESTIONS CONCERNING EQUIPMENT, PLEASE CONTACT: SANTRICIA GRUBBS @ 334-353-0366 SANTRICIA.GRUBBS@SD.AL.GOV  FOR PROCEDURAL QUESTIONS CONTRACT: JANNA WICKHAM/BUYER @ 334-242-4288 JANNA.WICKHAM@PURCHASING.ALABAMA.GOV	1	EA	_____	_____

PAGE TOTAL \_\_\_\_\_

BID TOTAL \_\_\_\_\_

# Specifications for High-Speed, Ink-Jet, Networked Report Printer Pitney Bowes HC5500 or Comparable

1. Must print up to 120 sheets per minutes in monochrome or color.
2. Must print a minimum of 46 sheets per minute in duplex mode.
3. Must print duplex or single-sided.
4. Must have a volume capacity of at least 500,000 pages per month.
5. Must be proven to print Adobe Postscript 3, PCL5c/PCL6 (PCL XL), PPML, VIP/VDE, PB FIRST print file outputs.
6. Must communicate via networked interface Ethernet 1000Base-T, 100Base-TX and 1-Base-T.
7. Must be capable of printing 3 of 9 and 2-D barcodes on mail pieces capable to be read with current hardware in the Central Mail Room.
8. Must have at least 19 Postscript fonts and 88 PCL fonts loaded on the printer.
9. Must have password security during secure print mode.
10. Print resolution must be 300 to 900 dpi minimum.
11. Must accommodate 12 lb. to 110 lb. paper stock.
12. Must accommodate paper sizes from 3 9/16" x 5 13/16" to 13 3/8" x 21 5/8".
13. Must have envelope print mode for envelopes ranging in size from 4" x 6" to 12" x 15.5" and paper weight from 20 lb. to 28 lb.
14. Must have load capacity of at least 2,500 sheets.
15. Must have at least 3 paper input sources.
16. Power requirements must not exceed AC100-120/220-240v, 50/60Hz, 12.0/6.0A or more.
17. Must have offset auto stacker that accommodates at least 1,000 sheets of printed material.
18. Must have Touch Panel Display for system operations.
19. Must have attached Scanner System that processes 600 x 600 dpi scanned images, provides a paper scan range of up to 11.9" x 17", provides color or monochrome scans, single-sided or duplex scans and has a document feeder with an input capacity of up to 100 sheets.
20. Must not utilize a fuser or paper pressure during the print process.
21. Pricing must be based on a 36 month lease/purchase with a \$1 or less buyout option at the end of lease.
22. Pricing must include on-site service contract with a four hour minimum response time.



INVITATION TO BID NO: 2215266      ADDENDUM NO: 01

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY                   : 010022  
                                  DEPARTMENT OF FINANCE  
AGENCY REQ. NO.           : 10-435-007  
T-NUMBER                    :  
DATE ISSUED                : 12/22/09  
VENDOR NO.                 :  
VENDOR PHONE NO.         :  
SNAP REQ. NO.             : 1427373  
BUYER NAME                : JANNA WICKHAM  
BUYER PHONE NO.         : (334) 242-4288

INVITATION TO BID ADDENDUM

FOR:      LEASE/PURCHASE OF HIGH SPEED PRINTERS

BID MUST BE RECEIVED BEFORE:  
DATE: 01/04/10    TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 01/05/10    TIME: 10:00 AM

PLEASE READ ALL INSTRUCTIONS CAREFULLY

THE FOLLOWING CHANGES ARE HEREBY ADDED TO AND MADE A PART OF  
(INVITATION TO BID NUMBER 2215266 )

THIS ADDENDUM IS TO MAKE CARIFICATIONS IN BID SPECIFICATIONS.

IN LINE # 00001, THE WORD MAINTENANCE SHOULD BE REPLACED BY THE WORD  
WARRANTY. "FULL WARRANTY, INSTALLATION AND TRAINING."

LINE # 00003 IS FOR USE OF FINANCIAL INSTITUTIONS ONLY.

IN LINE # 00003, WE ARE LOOKING FOR THE TIME PRICE DIFFERENTIAL  
FACTOR FOR A 36 MONTH LEASE PURCHASE AGREEMENT.

THIS ADDENDUM SHOULD BE RETURNED WITH YOUR ITB RESPONSE.

\* \* \* \* \* END OF ADDENDUM \* \* \* \* \*