

## GORDON COUNTY BOARD OF COMMISSIONERS

### Lease Copiers

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The Gordon County Board of Commissioners is accepting sealed written Bids from qualified vendors to lease copiers to Gordon County.

Your written and sealed proposal must contain at a minimum:

- An authorized signature.
- Complete Bid Form with total cost of services
- Written oath stating the Vendor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – E-Verify Form
- **Proof of Workmen’s Compensation Insurance and, General Liability insurance of at least \$1,000,000 for each occurrence**

If you choose to submit a Bid for this service, the County requires the vendor submit 2 original printed bound bid/proposal. Your sealed bid/proposal must be marked, “COPIERS” and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on March 25, 2014**. The receiving time at the Gordon County Administration Building 201 N. Wall Street – Calhoun, GA 30701 will be the governing time for acceptability of the bid.

No faxed or e-mail Bids will be accepted; only sealed written Bids will be accepted. Any response received after the deadline date and time will be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. All Bids will be publicly opened at that time and place. You are invited to attend the opening. No Bids shall be withdrawn for a period of 60 days after the opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all Bids received and/or disregard informalities in the Bids received. If additional information is needed, contact Martin Vaughn, Gordon County Purchasing Director  
[mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)

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### **Communications:**

All Communications regarding this Bid should be communicated through Gordon County Purchasing. **Telephone inquiries** will not be accepted. Any questions regarding this Bid should be submitted to Martin Vaughn via e-mail – mvaughn@gordoncounty.org. Your questions must contain company name, address, telephone number and Bid name.

**No Electronic Transmissions of Bids:** The County will not accept or consider oral, telegraphic, electronic, and facsimile or telephone Bids or modifications.

### **THE RESPONDERS SHALL:**

Review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the requirements. The County may solicit information from any available source concerning any aspect of this Bid and seek and review any other information deemed pertinent to the evaluation process,

### **Award:**

While the County is entertaining a Bid, it will not be bound to award the Bid.

The County may contact and evaluate the vendor's and any subcontractor's references; contact any vendor to clarify response; contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

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The County has within the purchasing policies a Local Bidder Privilege as defined below:

**Because bids awarded to “local” vendors contribute to the Gordon County tax base and promote the local economy, the Gordon County Board of Commissioners has determined that, under certain circumstances, such “local” vendors shall be provided an additional privilege when bidding against non-local vendors.**

**If a “local” vendor’s bid shall meet all specifications and is not more than four percent (4%) more than the lowest responsive and responsible bidder, the lowest bidding “local” vendor shall be given one (1) business day from the opening of such bids in which to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor. If such “local” vendor shall not agree to match the low bid, then the next lowest “local” vendor, if any within this specified category, shall be given one (1) business day there from to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor, and so on until all “local” vendors who fall within the specified category have had an opportunity to match the low bid.**

**This privilege or preference shall not apply to road construction or public works projects otherwise governed by Georgia Law or to the purchase of any other goods and/or services, for which such preference is prohibited by Georgia Law.**

**A “local” vendor for purposes of this section shall be defined as a vendor maintaining a physical presence within Gordon County, including, but not limited to the maintenance of one (1) or more offices within Gordon County with continuous employment of not fewer than two (2) persons at such office(s) for more than six (6) months prior to the submission of such bid. The mere maintenance of a post office box within Gordon County shall not qualify a vendor as “local” for purposes of this policy.**

The County will be the sole judge of the successful offer. The County reserves the right to award a contract to other than the vendor submitting the lowest total price and to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the Bid received. Accordingly, Bids should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

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**Tentative Calendar of Events:**

Bid Posted:	2-24-2014
Bid Opening:	3-25-2014 at 2PM
Board Reviews Bid Awards	4-15-2014
Possible Bid Award Notification	4-15-2014
Installation Deadline for all copies	5-20-2014

**Other:**

The successful proposing Vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County.

**PURPOSE:**

To lease digital copiers (estimated to be 15 to 30) for a period of three (3) or four (4) years. Our preferred brands for this bid are **Canon** or **XEROX**. Multiple bids will be accepted per vendor and alternatives to the preferred brands will be evaluated. The machines will primarily be copiers but may have other features; thus standard Multi Function Printers may not be the best fit for this application.

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**PROPOSAL RESPONSE REQUIREMENTS**

**Bid Sheet**

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

Include all documents required by Gordon County.

**The all copier bid should have the following:**

TCP/IP for Windows and Unix environments including HTTPS, IPPS, FTPS, SNMP(v3), POP3S, SMTPS, IPX/SPX for Novell environments and EtherTalk for Macintosh environments will be supported for networking.

Interface type = Ethernet connection; 10/100 BaseT; USB 2.0

Windows XP, NT4.0 (with SP5 or later), Windows 2000, Windows Server 2003, Windows Vista, Windows 7 and 8, Unix®, Novell®, Netware® 3x/4x/5x, MAC OS 9x, MAC® OSX network operating systems shall be supported.

PCL6/PCL5c compatible, optional PS3 page description language supported.

For each copier installed with network printing, e-mail capability and/or fax capability software shall be installed on the copier to facilitate the specified capability. The County IT Department will only need to provide network access and/or phone access to the copier. It will be the responsibility of the vendor to do the necessary setup to implement the specified feature and train the users at no additional cost to the County

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The attached document "COPIER BID" shall be submitted as the companies bid as well as this document.