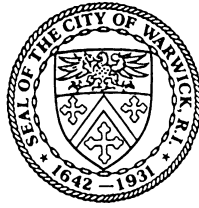


Patricia A. Peshka  
Purchasing Agent



Joseph J. Solomon  
Mayor

**City of Warwick**  
Purchasing Division  
3275 Post Road  
Warwick, Rhode Island 02886  
Tel (401) 738-2013  
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Friday, May 1, 2020.  
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid 2020-316 Purchase Large Format Multifunction Printer**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, May 1, 2020.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **11:45 AM**, Tuesday, May 19, 2020. The bids will be opened publicly commencing at **11:45 AM** on the same day in the Lower Level Conference Room, Warwick City Hall. *Please note due to COVID-19 only one (1) person from each company may attend the bid opening. Employees and visitors must adhere to social distance guidelines. All visitors are advised to wear masks or face coverings at all times.*

Awards will be made on the basis of the lowest evaluated or responsive bid price.  
Please note that no bids can be accepted via email or fax.

The City of Warwick, in addition to soliciting bids in response to this bid, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

**Original Signature on File**

Patricia A. Peshka  
Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**Acknowledgement of Addendum (if applicable)**

<b>Addendum Number</b>	<b>Signature of Bidder</b>
_____	_____
_____	_____

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\*

\*Please include your email address. Future bids will be emailed, unless otherwise noted.

=====

**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_

Bid2020-316

\_\_\_\_\_

Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**CERTIFICATION & WARRANT FORM\***

**This form must be completed and submitted with sealed bid.  
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**\*This form cannot be altered in any way**

**CITY OF WARWICK  
NOTICE TO BIDDERS**

**Bid 2020-316 Purchase Large Format Multifunction Printer**

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids will be accepted via facsimile or email.

The opening of bids will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid 2020-316 Purchase Large Format Multifunction Printer."

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Should you have any questions, please contact Lucas Murray, Planning Department, at 401-921-9683.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder should initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder will indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 available on [www.warwickri.gov](http://www.warwickri.gov) should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** dated no more than thirty (30) days prior to the date upon which the bid approval was made.

The successful bidder will provide said **Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm one (1) year from date of award. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

**CITY OF WARWICK  
 BID SPECIFICATIONS  
 FOR  
 LARGE FORMAT MULTIFUNCTION PRINTER/ COPIER/ SCANNER**

**INTRODUCTION**

The City of Warwick is seeking to purchase a large format multifunction printer/ copier/ scanner solution to support operations in the Planning, Building, Assessor Departments and Clerks Office. The large format solution must be capable of providing high quality full color prints and scans of large format documents up to 36”X48”. Primary uses will include:

1. Scanning of oversized color and black and white plans for archival and internal and external plan review.
2. Printing of oversized maps, technical drawings, posters, and renderings that require precise, accurate line quality and crisp text. Typical drawing sizes range from 18”WX24L” to 36”WX48”L.
3. Plotting directly from AutoCAD, Adobe Design Suite, ArcGIS, and a variety of software platforms.
4. Reproduction of black and white and color oversized drawings.

The printer/ scanner solution will be located in a common work area and used by staff from multiple departments. It is therefore essential that the unit be quiet and simple to operate with a user friendly interface for easy direct printing and scanning.

**PRODUCT SPECIFICATIONS**

**A. Large Format Printer, Scanner, Copier**

A commercial quality solution capable of both black and white and color scans, prints and copies such as the HP DesignJet T2600DR Multifunction Printer series data sheet OR APPROVED EQUAL substantially adhering to the following specifications:

Required Functions	Print, Copy and Scan
Print Speed, Maximum Required	180 D/hr, 19.3 sec/D
Scan Speed, Maximum Required	Scan: Up to 3 in/sec (color, 200 dpi), up to 10 in/sec (grayscale, 200 dpi); Copy: Up to 6 in/sec (color, 200 dpi), up to 10 in/sec (grayscale, 200 dpi)
Resolution, Color	Up to 2400 x 1200 optimized dpi
Print Technology	Thermal Inkjet or equal
Number of Print Cartridges	6 (C, M, Y, G, pK, mK) or equal for color production
Print Languages	PostScript Printer: Adobe PostScript 3, Adobe PDF 1.7, HP-GL/2, HP-RTL, TIFF, JPEG, CALS G4

Connectivity, standard	Gigabit Ethernet (1000Base-T), supporting the following standards: TCP/IP, BootP/DHCP (IPv4 only), DHCPv6, TFTP (IPv4 only), SNMP (v1, v2c, v3), Apple Bonjour Compatible, WS Discovery, Embedded Web Server (HTTP, HTTPS), IPsec, SMTP (email), Raw IP printing (9100), LPD, IPP, WS print, NTLM v2, SMBv3, SSL/TLS, 802.1X authentication (LEAP, PEAP, EAP-TLS), DFS
Minimum Memory	128 GB (file processing)
Hard Disk	500 GB self-encrypting
Minimum line accuracy	±0.1%
Finished output handling	Sheet feed, front-loading roll feed, roll switching integrated 100 page output stacker, media bin, automatic horizontal cutter; Scanner: straight-through scan paper path for sheet and cardboard originals
Media sizes supported	A4, A3, A2, A1, A0
Media sizes, custom	8.3 x 11 to 36 x 48 in
Media types required	Bond and coated paper (bond, coated, heavyweight coated, super heavyweight plus matte, colored), technical paper (natural tracing, translucent bond, vellum), film (clear, matte, polyester), photographic paper (satin, gloss, semi-gloss, matte, high-gloss), backlit, self-adhesive (two-view cling, indoor paper, polypropylene, vinyl)
Media sizes, Standard	11 to 36 in
Media thickness	Up to 19.7 mil
Power	Input voltage (auto ranging) 100-240 V (±10%), 50/60 Hz (±3 Hz), 2 A max
Warranty	One year hardware warranty
Required Software	HP Click, HP mobile, ePrint and iOS/Android support plus the HP Smart app for mobile, HP Web Jetadmin, HP JetAdvantage Security Manager, HP SmartTracker (optional) [1] Mechanical printing time. Printed in Fast mode with Economode on, using HP Bright White Inkjet Paper (bond) and Original HP inks OR EQUIVALENT
Included Supplies (In the Box)	Multifunction Printer, printer stand with media bin, touchscreen, spindle, printheads, introductory ink cartridges, user guide, power cords



## **B. Supplies (included with bid)**

The following supplies shall be included with the printer/scanner system at the time of delivery:

1. Three (3) Rolls - C6810A HP Bright White Inkjet Paper (FSC® certified) 36 in x 300 ft (914 mm x 91.4 m) or approved equal
2. One (1) Roll - C6980A HP Coated Paper 36 in x 300 ft (914 mm x 91.4 m) or approved equal
3. Three (3) full sets of replacement ink to include the following:
  - a. P2V68A HP 730 300-ml Cyan DesignJet Ink Cartridge
  - b. P2V69A HP 730 300-ml Magenta DesignJet Ink Cartridge
  - c. P2V70A HP 730 300-ml Yellow DesignJet Ink Cartridge
  - d. P2V71A HP 730 300-ml Matte Black DesignJet Ink Cartridge
  - e. P2V72A HP 730 300-ml Gray DesignJet Ink Cartridge
  - f. P2V73A HP 730 300-ml Photo Black DesignJet Ink Cartridge

Or approved equal ink to fit any proposed alternate “or equal” printing system proposed.

## **C. Installation Support and Network Setup (Included in Bid)**

Standard installation support and network setup shall be provided as part of the equipment package to include the following:

1. Service planning
2. Service deployment
3. Installation verification tests (IVT)

Includes installation and configuration by company specialist. Shall include basic installation of hardware and software, plus supported products from other vendors.

## **D. Extended Service and Support (Optional)**

Extended service and support, if elected by the City, shall include the following:

1. Remote problem diagnosis and support
2. Next business day onsite hardware support
3. Full replacement parts and materials included in plan cost
4. Formal escalation procedures and management
5. Access to electronic support information and tools

Options for extended service and support may include one of the following if elected by the City:

1. UB8U4E (2-roll) HP 3 year NBD Onsite HW Support with DMR OR EQUAL
2. UB8U5E (2-roll) HP 4 year NBD Onsite HW Support with DMR OR EQUAL
3. UB8U6E (2-roll) HP 5 year NBD Onsite HW Support with DMR OR EQUAL

## **DELIVERY AND SETUP**

The printer/scanner solution and associated supplies as outlined in Items A and B shall be delivered in new, unopened packaging to the City of Warwick Planning Department, 3027 West Shore Road, Warwick, RI 02889.

Printer/ plotter equipment shall be unboxed, assembled, and tested by a factory trained technician. The technician will be required to coordinate with City MIS staff on setting up the network connection as outlined in Item C. Once all hardware has been properly setup the technician shall review operation with members of the City Planning and MIS staff. All service contact information shall be provided by the vendor or technician.

If an extended service plan is selected as part of the award, the Vendor shall provide the City with contract information and program details at the time of product delivery and setup.

## **“OR EQUAL” SUBSTITUTIONS**

If a vendor proposes to provide a product other those listed herein, products shall substantially conform to product specifications in all respects. The City shall make the sole determination if a proposed substitution substantially conforms to the specifications provided herein and is equivalent with regard to overall construction, quality, and operation

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid 2020-316 Purchase Large Format Multifunction Printer

**I. BID:**

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE</b>
1.	HP DesignJet T2600DR Multifunction Printer series data sheet OR APPROVED EQUAL with included supplies and setup (Items A, B, and C.)	
2.	Optional 3 Year Extended Maintenance - UB8U4E (2-roll) HP 3 year NBD Onsite HW Support with DMR OR EQUAL* (See Item D)	
3.	Optional 4 Year Extended Service Plan - UB8U5E (2-roll) HP 4 year NBD Onsite HW Support with DMR OR EQUAL* (See Item D)	
4.	Optional 5 Year Extended Service Plan - UB8U6E (2-roll) HP 5 year NBD Onsite HW Support with DMR OR EQUAL* (See Item D)	

\*NOTE: Extended Maintenance plans under Items 2, 3, and 4 are optional. One of the extended maintenance plans listed may or may not be selected in addition to Item #1 at the sole discretion of the City.