

DELAWARE DEPARTMENT OF TRANSPORTATION

REQUEST FOR COMPETITIVE SEALED PROPOSALS



Delaware Department
of Transportation

CONTRACT No: 1588

WIDE FORMAT PLOTTERS AND SCANNER

Delaware Department of Transportation

PROPOSAL DUE DATE/TIME: 2:00 P.M. Tuesday, June 21, 2011

Competitive Sealed Proposals are to be delivered to Contract Administration, Delaware Department of Transportation, 800 Bay Road, Dover, Delaware 19903 until **2:00 PM** local time on proposal due date shown above.

Issued: May 30, 2011

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REQUEST FOR COMPETITIVE SEALED PROPOSAL

WIDE FORMAT PLOTTERS AND SCANNER

SECTION I **OVERVIEW AND AUTHORITY**

1.1 **Purpose**

This Request for Competitive Sealed Proposals (CSP) is issued by the Delaware Department of Transportation (hereinafter designated as 'Department') for the purpose of acquiring proposals from suppliers to furnish two (2) Wide Format, Mass Production black and white plotters and one scanner for lease to include the cost of maintenance for the duration of the lease term.

1.2 **Intent**

These specifications are intended to cover the Department's requirements for the plotters and scanner for a time period to be determined by the Department based on the proposals received. It is our intent to select one or more firms for this contract. Department will receive Competitive Sealed Proposals from interested firms, and may conduct negotiations concerning technical and price aspects of their proposals with responsible offerors who submit proposals found to be reasonably likely to be selected for award. After discussion and negotiation, the Department may afford offerors an opportunity to revise their proposals, and request a Best and Final Offer from the proposer(s). Selection is not based solely on price. The Department may decide to include the lease of a color plotter as described in sections 2.7 and 2.8.

ALL ORDERING AGENCIES MUST contact the Printing and Publishing Office to acquire Digital Presses for Color and Black and White Printing. The awarded vendor(s) must direct all State agencies requesting Digital Press placements to the Printing and Publishing Office (PPO).

Copier Management Program,
Attn: PPO Manager,
State of Delaware Office of Management and Budget,
Government Support Services,
100 Enterprise Place, Suite 4
Dover, De 19904-8202
Telephone: 302-857-4523
Fax: 302-739-3697

1.3 **Scope**

This document contains general information relating to the procedural requirements in the preparation of proposals to the Department, performance and specification requirements, and proposer characteristics, which must be met in order for a proposal to receive consideration.

1.4 **Authority**

This Request for Competitive Sealed Proposals is issued pursuant to 29 Del C §6924.

1.5 Inquiries

Should any proposer have any questions as to the intent or meaning of any part of this proposal, they should contact the Department before submitting their proposal in time to receive a reply. All inquiries concerning this CSP should be submitted via e-mail to:

Wendy B. Henry, Contract Administration
Delaware Department of Transportation
Consultant Control Coordinator
wendy.henry@state.de.us

SECTION II PROJECT REQUIREMENTS

2.1 General

The submitted bid(s) shall be for two (2) black and white, mid-production plotters, one (1) scanner and hardware and software maintenance contracts that meet the specifications outlined.

2.2 Black and White, mid production plotters performance requirements

- 2.2.1. Resolution- Minimum resolution of 600dpi.
- 2.2.2. Volume - The Department anticipates that each machine will be plotting approximately 75,000+ sq. ft. per month.
- 2.2.3. Throughput - Because of the anticipated volume, the proposed plotters should be able to plot 9 D-Size plots minimum per minute, per plotter.
- 2.2.4. Document size and paper handling- The Department prints primarily 36" x 22" and 18" x 12" grayscale plots to 20lb bond paper. However, there is a need to plot grayscale prints to 36" x 22" 20lb Mylar film. The proposed plotters should have the ability to plot to these types and sizes of media.
- 2.2.5. The proposed plotter(s) should have at a minimum, a 4 roll paper source, with a minimum of 500ft of capacity for each roll. The Department prefers a 6 roll paper source with a minimum of 650ft capacity for each roll
- 2.2.6. Electronic File Printing Compatibility- The plotters should be capable of printing the latest version of Adobe PDFs, as well as Group 4 TIFF and CAL Images
- 2.2.7. Output- The plotters should be supplied with a document output tray to allow for collection of, at a minimum, 100 D-size sheets.
- 2.2.8. Connectivity- The plotters should have an Ethernet network connection capable of 10/100/1000 Base-T connectivity.

2.3 Scanner performance requirements

- 2.3.1. Original Size- At a minimum, the scanner must be able to accurately scan an original as small as 8.5" wide and as large as 36" wide.
- 2.3.2. Throughput- At a minimum, the scanner should be able to accurately scan approximately 3.5 inches per second.
- 2.3.3. File Types- The scanner should be able to produce, at a minimum, 200 dpi black and white files in PDF, Group 4 TIFF, and CAL file format
- 2.3.4. Media Types- The scanner should be capable of accurately scanning grayscale plots on both Mylar and bond paper.

2.4 Maintenance Contract Requirements

- 2.4.1 Length- The maintenance contract must exactly match the length of the Plotter Lease
- 2.4.2 Coverage- The maintenance contract must cover all parts and labor for the plotters, scanner and associated software for a maximum anticipated usage of 2,400,000 sq. ft. of plots per year.

2.5 Supplies

- 2.5.1 Supplies- (optional) Quote any supplies such as toner, paper, etc. that you are able to supply. If including with the lease, describe in section D of your proposal, otherwise, please quote by adding a page to the bid page documents.

2.6 Miscellaneous

- 2.6.1 Physical floor space- The room that the plotters will be placed in has an open floor space with the dimensions 22ft x 20ft. The plotters, scanner, and controllers should be able to easily fit inside of this space.

2.7 Equipment for Possible Trade In

The Department currently owns the following equipment for trade-in on the equipment described in section 2.8. This will be dependent on pricing.

- 2.7.1 OCE 9600 Wide Format, Mid Production, Black and White plotter and TDS600 Black and White Scanner
- Usage of 715, 752 sq. feet (as of May 2011)
 - Equipment is approximately 10 years old.
- 2.7.2 HP Z6100 Wide Format, Color Plotter
- Usage of 25, 857 sq. feet (as of May 2011)
 - Equipment is approximately 4 years old.

The Department is interested in using these items as a trade-in to offset the cost of the lease of a new color plotter and scanner.

2.8 Color Plotter and Scanner

Should the Department decide to lease a color plotter and scanner it must meet the following specifications that are outlined below.

2.8.1 Plotter Specifications

- Resolution- Minimum resolution of 1200dpi.
- Color Volume- The Department anticipates plotting approximately 600 sq. ft. per month of color plots.
- Black and White Volume- The Department anticipates plotting approximately 3000 sq. ft per month of black and white plots.
- Paper size- The plotter should have the ability to plot to 36" and 18" wide satin photo paper, bond paper, and Mylar.
- Paper Handling- The plotter should have, at a minimum, a 4 roll paper source with a minimum capacity of 500ft per roll.
- Electronic File Printing Capability- The plotter should be capable of printing files in the latest version of Adobe PDFs, TIFF, CAL, and HP-GL, HP-GL/2 formats.
- Connectivity- The plotter should have an Ethernet network connection capable of 10/100/1000 Base-T connectivity.

2.8.2 Scanner Specifications

- Original Size- At a minimum, the scanner should be able to accurately scan an original as small as 8.5” wide and as large as 36” wide.
- Media- The scanner should be capable of accurately scanning grayscale or color plots on Mylar, bond, and satin photo paper.
- File Types
 - The scanner should be capable of producing, at a minimum, 200dpi black and white CAL and TIFF images.
 - The scanner should be capable of producing, at a minimum, 600dpi color images in PDF, TIFF, and JPG file formats.

2.8.3 Maintenance Contract Requirements

- Length- The maintenance contract length must match the length of the plotter lease.
- Coverage- The maintenance contract must cover all parts and labor for the plotter, scanner, and associated software for a maximum anticipated usage of 45,000 sq. ft. per year of black & white and color plots.

2.8.4 Credit

- Specify the amount of credit that will be given for the items currently owned toward the lease of the new color plotter and scanner.

SECTION III **CONTRACT REQUIREMENTS**

3.1 **Formal Contract**

The successful firm shall promptly execute a contract, which shall incorporate the terms of this CSP, within twenty (20) days after the award of the contract. No proposer is to begin any service prior to receipt of a Purchase Order from the Department.

3.2 **Effective Date**

The contract will become effective upon execution by the Department, and purchases from the contract may begin at any time thereafter. The contract award shall be for a period of time to be determined by the Department. The Department reserves the right to contract for any of the above services from one or more proposers in accordance with 29 Del. C §6926.

3.3 **Purchase Orders**

After award, the Department will issue Purchase Orders for leases of the selected plotters and scanner(s). There is no guarantee that any Purchase Order will be issued, nor for the timing of any purchase order issuance. In the event terms or criteria of the Purchase Order differ from this document, this contract shall prevail.

3.4 **Department Responsibilities**

The Department’s responsibilities include issuing Purchase Orders for desired equipment and/or supplies.

3.5 **Terms of Contract**

- A. **EXEMPT FROM TAXES:** Articles covered by this proposal are exempt of all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted. The successful bidder will be required to furnish necessary or applicable tax exemption forms with their invoices.

- B. **PRICES QUOTED:** The prices quoted are that for which the current model(s) and/or service(s) will be furnished F.O.B. point of delivery and include all charges that may be imposed during the life of the contract.
- C. **DELIVERY PROVISIONS:**
1. **TIME:** The items and/or products covered by this contract shall be delivered to the Department of Transportation, within 20 working days from date of Purchase Order, unless otherwise defined in the Purchase Order.
 2. **DELIVERY & FUNCTIONALITY:** The successful bidder must have the plotters and scanners delivered and fully functional by the date listed in Section 4.1.C. In the event that the successful bidder cannot meet the dates set forth in this contract, the winning bidder will be required to cover the cost of printing services required by the Department until delivery and acceptance.
 3. **EXTENSIONS:** The Department will only consider an extension of the delivery time specified under the terms of this contract in cases where labor strikes, national emergencies or acts of God shall prevent the required fulfillment of the contract. Evidence of such delays must be submitted for consideration.
 4. **DELIVERY AND SET-UP:** The selected vendor must arrive on the same day of the delivery of the leased plotters and scanners to perform all installation and set-up of equipment.
- D. **FAILURE TO PERFORM:** Failure by the successful bidder or manufacturer to perform maintenance of service and/or repair may be considered as default of the contract.
- E. **CONTRACT TERM:** This contract shall be for a period of time to be determined by the Department based on the accepted lease term.
- F. **FACTORY DIRECT SHIPMENTS:** Equipment that is drop shipped from the factory directly to the Department, shall be inspected by the successful bidder the day of delivery, by appointment, with Quality Control Team. No charges shall be due until the Department has accepted the successful bidder's setup and testing of the equipment. If a determination is made that the equipment requires modifications to meet the specification, or shipment of accessories is incomplete, the Vendor will have a maximum of five (5) working days from date of inspection, to cure the deficiencies identified. If after the five (5) day time period all problems have not been corrected, this shall be cause for termination of the purchase order with the Vendor, at the discretion of the Department.
- G. The proposals submitted by the successful proposers may become an addendum to the contract signed by the successful proposers, and price quotations and other time-dependent information contained in proposals must be valid for acceptance a minimum of one-hundred-twenty [120] days from the bid closing date.
- H. By submitting a proposal, the proposing firm agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, its agents and any employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the firm's, its agents and employees' performance of work or services in connection with the contract, regardless of whether such suits, actions, claims, or liabilities are based upon acts or failures to act attributable, in whole or in part, to the Department, its employees or agents.

- I. The successful vendor shall certify that he has not employed or retained any company or person other than a bona fide employee working for the successful firm, to solicit or secure the Contract and that he has not paid or agreed to pay any company or person other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making this Contract.

For breach or violation of this warranty, the Department shall have the right to annul this Contract without liability or in its discretion to deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee. Notwithstanding anything in the errors and omissions policy to the contrary, the standard of performance with which the successful vendor must comply is that degree of care and skill ordinarily exercised under similar conditions by other like firms currently practicing in this state.

- J. This CSP, the executed Contract between the Department and the successful vendor, the lease agreement (if any), Purchase Orders, and vendor proposals, shall constitute the Contract between the Department and the vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents govern so that the former prevails over the later: Contract, CSP, lease, Purchase Order, then the vendor's proposal. No other documents shall be considered. These documents contain the entire agreement between the Department and the vendor.
- K. The Laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware.
- L. The successful vendor must have a valid Delaware business license in order to receive payment for services.
- M. If the scope of any provision of the Contract is too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the Contract shall not hereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to law.
- N. The Department reserves the right to annul any contract if, in its opinion, there is a failure at any time to perform adequately the stipulations of this invitation to respond, and the general conditions and specifications which are part of these proposals, or in any case of any attempt to impose upon the Department services of an unacceptable quality. Any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claim of the Department to damages for the breach of any covenants of the contract by the vendor.

SECTION IV. PROPOSAL REQUIREMENTS

4.1 Proposal Preparation

To be considered, all proposals must be submitted in writing and respond to the items outlined in this CSP using the requested forms and format. Emphasis should be on completeness and clarity of contents. Proposal responses will be expected to address the following areas, the submission should be stapled or bound, tabbed and collated in the following order:

- A. Cover Letter – Two pages maximum -Each proposal shall have a cover letter on the letterhead of the Vendor submitting the proposal. At the top of the first page, list the Technical Representative's Name, Telephone Number and e-mail address. This will be the main contact representing the proposer. The cover letter shall list the primary location

of the vendor and any additional locations. Summarize the vendor's affiliation with the manufacturers of the proposed articles for bid, the number of years of affiliation, and the vendor's service and parts availability. Also, state the number of service department employees at each location.

- B. Products by name:** Specifications of products by name are intended to be descriptive of quality, workmanship, finish, function and approximate characteristics desired and are not necessarily intended to be restrictive. Vendors must identify any specifications that are inferior to those described. Vendors are encouraged to include drawings/brochures/videos.
- C. Implementation Schedule** – One page – Show your proposed schedule from beginning to completion dates for the following; purchase of equipment, installation of equipment, testing, training, full completion The Department requires that installation begin August 8, 2011 and be fully complete and operational by August 12, 2011.
- D. Maintenance** – Two pages maximum -The vendor must submit a statement that maintenance for all items bid meets the requirements of section 2.4. of this document. The vendor shall explain their average response time for maintenance work. Proposers should detail any supplies (identify type and identify specifications) that are included as part of the maintenance contract as well as any limitations/exclusions of the contract.
- E. Company Facilities** - Proposers will be required, if requested by the Department, to furnish satisfactory evidence that they are qualified as a wide format plotter vendor, having a regularly established place of business, which may be considered to be pre-qualifying.
- F. Subcontractors** –If the maintenance or servicing of any equipment is to be performed by other than the original manufacturer or the proposer, list their name, address, and what function they are expected to perform.
- G. Stipulations / Exceptions** – A listing of any and all stipulations or exceptions taken to any item in this proposal. The Department reserves the right to reject any stipulations and/or exceptions taken.
- H. Contractual Expectations** –List any contractual provisions which the proposer expects the Department to agree. NOTE: The Department will issue the contract covering this work.
- I. Submission Form** – Complete and attach the Submission Forms in Section VI.
- J. References**- Include at least three (3) references from current or past clients that have leased/bought plotters from your firm. References should have personal knowledge of your firm and performance. For each reference, list the individual's name, title, company name or organization, mailing address, e-mail, and telephone number.
- K. Bid Pages** -All vendors who wish to be considered for this contract shall specify unit bid amounts on the provided forms in Section VI. The unit bid amounts shall be inclusive of all services, materials, equipment and incidentals necessary for delivery and acceptance, as per the specifications, by the Department. This does not include optional supplies described in section 2.5.
- L. Certification** – The Certification form included in Section VI. must be filled out, signed, attested, notarized, sealed, and attached.

4.2 Submission of Proposals

The Department will receive sealed proposals until the date and time indicated in Section 4.3. Proposals can be either mailed or delivered by Hand. Proposals will be opened and the names of the bidders will be publicly read on the date and time indicated in Section 4.3. Facsimile responses to this Request for Proposal are not acceptable.

Proposals must be delivered in sealed envelopes and be clearly marked on the outside: **‘Wide Format Plotter & Scanner, Project Number 1588’** and delivered to:

Department of Transportation
Contract Services Administration
Bidder’s Room (Room B1.11.01)
800 Bay Road
P.O. Box 778
Dover, DE 19903

4.3 Proposal Due Date/Time – Tuesday, June 21, 2011 by **2:00 p.m. (local time).**

Competitive Sealed Proposals are to be delivered to the address indicated in Section 4.2 by this date and time. The Department’s time shall be the official time.

4.4 Extensions

The Department may extend the time and place for the receipt and opening of proposals, on not less than two (2) calendar days notice, by certified delivery, facsimile machine or e-mail to those bidders who obtained copies of the specifications.

4.5 Submitted Copies

An original and five copies of the Proposal must be submitted. An authorized representative of the company submitting a proposal must sign the proposal. Notification of the proposal award and all communications will be made by e-mail.

4.6 Cost of Proposals

The proposers shall be responsible for any liability or cost incurred in connection with responding to this request for proposal. All vendors shall fully bear the costs associated with pre-contract activities, including proposal preparation, negotiations, and/or proposed contracts.

4.7 Confidentiality

In order to comply with the State of Delaware’s Freedom of Information Act, firms responding to this Competitive Sealed Proposal are encouraged to prepare one (1) copy of their proposal (electronic copy is preferred) with any proprietary or confidential information redacted. This copy should be clearly marked as “Redacted Copy” and submitted along with the other six copies. A copy or copies of each proposal may be kept as part of the agency file and open to inspection by any person permitted by law.

4.8 Proposal Rejection

Failure to follow instructions contained in this document may be cause for rejection of submitted proposals.

4.9 Department Rights

The Department reserves the right to:

- Select for contract or for negotiations a proposal other than that with the lowest costs,
- Reject any and all proposals received in response to this CSP,
- Make no award,
- Issue a new CSP,
- Waive any informalities, irregularities, or inconsistency in proposals received,

- Request modification to proposals from any or all proposers during the review and negotiation,
- Negotiate any aspect of the proposal with any firm and negotiate with more than one firm at the same time,
- Make partial awards,
- Increase or decrease quantities,
- Reject any request that shows any omission, alterations of forms, additions not called for, conditions, or alternate proposals,
- Deny any and all exceptions to the CSP requirements,
- Reject any non-responsive or non-conforming proposals,
- Make any such award as is deemed to be in the best interest of the State of Delaware.

SECTION V. SELECTION AND AWARD PROCESS

5.1 Selection Committee

The Selection Committee shall be comprised of Department employees. The Selection Committee shall review all proposals submitted in response to this CSP, may interview one or more of these firms, and will score and rank accepted proposals.

5.2 Proposal Review

The proposals shall all contain the essential information in which the award decision shall be made. The information that's required to be submitted in response to this CSP has been determined by the Department to be essential for use by the Committee in the bid evaluation and award process. Therefore, all instructions contained in this CSP shall be met in order to qualify as a responsive and responsible proposer and participate in the Selection Committee's consideration for award. Proposals which do not meet or comply with instructions of this CSP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Committee.

5.3 Evaluation Process

The Selection Committee shall determine the firms which meet the minimum requirements pursuant to criteria of the CSP. The Committee may negotiate with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The Committee may request best and final offers from one or more firms, and may amend the proposal before award for this purpose. The Committee may, at its discretion, terminate negotiations with any or all firms. The Committee will score and rank accepted proposals. The Committee shall make a recommendation to the division Director, to award a contract to the successful firm or firms in the best interests of the State of Delaware.

5.4 Selection Criteria

- A. The Selection Committee shall score each accepted proposal and assign up to the maximum number of points as stated in this Section for each Evaluation Item to each of the accepted proposing firms. All assignments of points shall be at the sole discretion of the Selection Committee members.
- B. Final scoring will take place after any interviews or negotiations, and after receipt of any Best and Final Offers.

- C. The Department reserves the right to enter into negotiations and/or entertain the option of requesting a Best and Final Offer from the top ranked Vendors in order to reach a final selection.
- D. Each Selection committee member will score each firm as provided on the Score sheet. The total scores from each Selection Committee member will be ranked from highest to lowest. The rankings of all committee members will then be averaged. The lowest average ranking will indicate the most favorable proposals.
- E. At the conclusion of ranking by the Selection Committee, a list will be compiled, in the order of ranking, of the most responsive and responsible proposals. This will be the Committee's recommendation for award.
- F. All accepted proposals shall be evaluated using the same criteria and scoring process.

The following criteria shall be used by the Committee to evaluate proposals:

Evaluation Item	Criteria	Maximum Point Value
Vendor Bid Page Pricing	Evaluation of the quote for monthly lease of the equipment (i.e. plotters and scanner). Evaluation of the submitted quote for the maintenance of the equipment of either a monthly /yearly basis.	30
Plotter specifications	Performance of the plotters to include plot speed, warm-up time, and any other capabilities of the equipment.	15
Maintenance Contract Details	Detailed information pertaining to monthly usage allowance, any roll over usage allowance, guarantee to the quoted price, and material inclusion (i.e. toner, paper, etc).	15
Scanner specifications	Performance of the scanner, to include warm-up time, scan time, accuracy, and any other capabilities the scanner may have.	10
Software Details	Capabilities of the software, including estimate time of processing (if available), maximum file sizes, stamp capabilities, set printing capabilities.	10
References	References from current or past clients that have leased/bought equipment from your firm. References should have personal knowledge of your firm and performance.	10
Quality of Proposal	Level of effort demonstrated in preparing the response; as well as the completeness, clarity, readability, and presentation of material. Information or brochures about the equipment, or about the vendor.	10
TOTAL AVAILABLE POINTS		100

5.5 Award

The Department intends to award a contract to the most responsive and responsible Vendor(s). The Department, within 90 days from date of receipt of proposals, shall make this award in writing and for the selected Vendor(s). If a successful Vendor cannot be chosen, all proposals will be rejected in this same time period.

SECTION VI.

REQUIRED FORMS

The following attached forms are required to be returned with each proposal:

- **PROPOSAL PACKAGE, INCLUDING:**
- **SUBMISSION FORM**
- **BID PAGE**
- **CERTIFICATION FORM**

NOT FOR BIDDING

BID PROPOSAL FORMS

CONTRACT 1588

NOT FOR BIDDING

SUBMISSION FORM

Department of Transportation Competitive Sealed Proposal 1588 – Wide Format Plotter & Scanner

Attention: Wendy B. Henry, Contract Administration
Delaware Department of Transportation
800 Bay Road
Dover, DE 19903

We have read Competitive Sealed Proposal 1588 and fully understand the intent of the proposal as stated, certify that we have adequate personnel and equipment to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract. We understand that quantities are estimated and more than one vendor may be awarded contracts for each specification.

Non-Collusion: Proposals are made without any previous understanding, contract, or with any person, firm, or corporation making a proposal for the same services, or supplies, or equipment, and is without collusion or fraud.

Date: _____ **Submitted By:** _____

Proposer Firm: _____

Address: _____

Designated Contact Person: _____

E-Mail: _____ **Phone No.:** _____

Signature of Company Authorized Person: _____

Title of Authorized Person: _____

Printed Name of Authorized Person: _____

Federal E.I. No.: _____

State of DE Business License No.: _____

**Proposer is a [state whether Sole Proprietor,
Partnership, Corporation, other]:** _____

** ALL COLUMNS MUST BE COMPLETED AS INDICATED **
ALL FIGURES MUST BE TYPEWRITTEN

ITEM NO.	QUANTITY	ITEM	<u>MONTHLY</u> UNIT PRICE IN MUST BE TYPEWRITTEN
1	2	<u>Black& White Plotter</u> _____ (Type/brand/Model No.)	\$ _____ Price/Unit
2	1	<u>Scanner</u> _____ (Type/brand/Model No.)	\$ _____ Price/Unit
3	1	<u>Maintenance Contract</u> _____ (Type/brand/Model No.)	- \$ _____ Price/Unit

In addition to the monthly pricing for each of the items listed above, on a separate page(s) detail the following items:

1. Purchase Price
2. Lease Factor
3. Amortization Schedule
4. Maintenance Cost (yearly)

**ALL COLUMNS MUST BE COMPLETED AS INDICATED **
ALL FIGURES MUST BE TYPEWRITTEN

Color Plotter

ITEM NO.	QUANTITY	ITEM	<u>MONTHLY</u> UNIT PRICE IN MUST BE TYPEWRITTEN
4	1	<u>Color Plotter</u> _____ (Type/brand/Model No.)	\$ _____ Price/Unit
5	1	<u>Color Scanner</u> _____ (Type/brand/Model No.)	\$ _____ Price/Unit
6	1	<u>Maintenance Contract</u> _____ (Type/brand/Model No.)	- \$ _____ Price/Unit

In addition to the monthly pricing for each of the items listed above, on a separate page(s) detail the following:

1. Purchase Price
2. Lease Factor
3. Amortization Schedule
4. Maintenance Cost (yearly)

****ALL COLUMNS MUST BE COMPLETED AS INDICATED ****
ALL FIGURES MUST BE TYPEWRITTEN

Trade- In Items

ITEM NO.	QUANTITY	ITEM	TRADE- IN AMOUNT TYPEWRITTEN
7	1	Wide Format, Mid Production, Black and White plotter <u>OCE 9600</u> Model No.	\$ _____ Price
8	1	Black and White Scanner <u>TDS600</u> Model No.	\$ _____ Price
9	1	Wide Format, Color Plotter <u>HP Z6100</u> Model No.	- \$ _____ Price

Indicate the trade value to be given in trade for each of the three (3) items listed above that are currently owned by the Department.

CERTIFICATION

Competitive Sealed Proposal 1588

The undersigned bidder, _____ whose address is _____ and telephone number is _____ hereby certifies the following:

I/We have carefully examined the Competitive Sealed Proposal and will be bound, upon award of this contract by the Department of Transportation, to execute in accordance with such award, a contract with necessary surety bond, to provide all services necessary, and to do all the work and to furnish all the materials necessary to perform and complete the said contract within the time and as required in accordance with the requirements of the Department of Transportation, and at the unit prices for the various items as listed on the preceding pages.

The foregoing quantities are considered to be approximate only and are given as the basis for comparison of bids. The Department of Transportation may increase or decrease the amount of any item or portion of the work as may be deemed necessary or expedient. Any such increase or decrease in the quantity for any item will not be regarded as a sufficient ground for an increase or decrease in the unit prices, nor in the time allowed for the completion of the work, except as provided in the contract.

I/We are licensed, or have initiated the license application as required by Section 2502, Chapter 25, Title 30, of the Delaware Code.

By submission of this proposal, each bidder and each person signing on behalf of any bidder, certifies as to its own organization, under penalty of perjury, that to the best of each signer's knowledge and belief:

- 1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or Agreement with any other bidder or with any competitor for the purpose of restricting competition.
2. Unless required by law, the prices which have been quoted in this proposal have not been knowingly disclosed and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or competitor prior to the opening of proposals.
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I/We acknowledge receipt and incorporation of addenda to this proposal as follows:

Table with 10 columns: No., Date, No., Date, No., Date, No., Date, No., Date. Each column has a blank line for entry.

Sealed and dated this _____ day of _____ in the year of our Lord 20____.

Name of Bidder (Organization)

Corporate Seal

By:

Authorized Signature

Attest _____

Title

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20_____.

Notary Seal

Notary