



**INVITATION TO BID – COMMODITIES 16ITBC020316K-EC**

**Microform Readers & Large Format Scanner**

**For**

**The Atlanta-Fulton Public Library System at the  
Auburn Avenue Research Library**

**BID ISSUANCE DATE: Friday, February 5, 2016**

**BID DUE DATE AND TIME: Monday, March 7, 2016 at 11:00 A.M**

**PURCHASING CONTACT: Elsa D. Castro**

**E-MAIL: [elsa.castro@fultoncountyga.gov](mailto:elsa.castro@fultoncountyga.gov)**

**LOCATION: FULTON COUNTY DEPARTMENT**

**130 PEACHTREE STREET, S.W., SUITE 1168**

**ATLANTA, GA 30303**

# TABLE OF CONTENTS

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## Invitation to Bid

### **Section 1 - Instructions to Bidders, General Terms and Conditions**

1. Purpose and Scope
2. Method of Source Selection
3. Bid Documents
4. Purchasing Contact
5. Pre-Bid Conference

### **Section 2**

Bid Form

### **Section 3**

Forms

- Form 1: Non-Collusion Affidavit of Prime Bidder
- Form 2: Certificate of Acceptance of Request for Bid Requirements
- Form 3: Promise of Non-Discrimination
- Form 4: Employment Report

### **Section 4**

Technical Specifications

- Microform Readers
- Large Format Scanner

**FULTON COUNTY GOVERNMENT  
INVITATION TO BID  
#16ITBC020316K-EC, MICROFORM READERS AND LARGE FORMAT SCANNER**

Sealed Bids for the procurement of Microform Readers & Large Format Scanner will be received by the Fulton County Department of Purchasing and Contract Compliance at 130 Peachtree Street, S.W. Suite 1168 Atlanta, GA 30303, **no later than 11:00 a.m.**, local time, on **Monday, March 7, 2016**

**PURPOSE AND SCOPE**

The purpose of this Invitation to Bid ("ITB") is for soliciting e-quotes from qualified vendors to provide microform scanning technology and large format media scanning technology for the Atlanta Fulton Public Library System at the Auburn Avenue Research Library.

**METHOD OF SOURCE SELECTION**

This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is Code Section 102-373, Competitive Sealed Bid.

**BID DOCUMENTS**

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.fultoncountyga.gov> under "Bid Opportunities".

**PURCHASING CONTACT**

Information regarding the bid or bid requirements, either procedural or technical, may be obtained by submitting questions in writing to:

Fulton County Government  
Department of Purchasing & Contract Compliance  
Attn: Elsa D. Castro, Assistant Purchasing Agent  
Fulton County Public Safety Building  
130 Peachtree Street, S.W., Suite 1168  
Atlanta, Georgia 30303  
Email: [elsa.castro@fultoncountyga.gov](mailto:elsa.castro@fultoncountyga.gov)  
Fax: 404-335-5807  
Reference Bid #: 16ITBC020316K-EC

Any response made by the County will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: [rholanda.stanberry@fultoncountyga.gov](mailto:rholanda.stanberry@fultoncountyga.gov).

**END OF SECTION**

## #16ITBC020316K-EC, MICROFORM READERS AND LARGE FORMAT SCANNER

### INSTRUCTIONS TO BIDDERS, GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Invitation to Bid for Commodities Only (ITB – Commodities).

Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions.

#### 1. BID PREPARATION

- a. Bidders shall **SUBMIT ONE (1) ORIGINAL, SIGNED AND DATED, AND TWO (2) COPIES** on the forms provided in the Bid Document.
- b. All bids must be made on the bid forms contained herein and shall be subject to all requirements of the Agreement Documents. All bids must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the bid by the Bidder.
- c. Lump sum, unit price and extensions of unit prices must be entered in the appropriate spaces provided on the Bid Form. The unit price for each unit bid on shall be shown and such price shall include packing, unless otherwise specified. A total shall be entered in the amount column for each item bid on. In case of a discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- d. All blank spaces must be typed or hand written in blue ink on the "Original". All dollar amounts must be BOTH in writing and figures and represent prices for the published scope of work without exceptions.
- e. The County may, in its sole discretion, reject any bid determined as irregular, a conditional bid or any bid on which there is an alteration of, or departure from the Bid Schedule attached.
- f. Erasures or other changes in the bids must be explained or noted over the signature of the Bidder. All corrections to any entry must be lined out and initialed by the Bidder. Please do not use correction tapes or fluid. Failure to do so shall render the Bidder as non-responsive and cause rejection of the bid.
- g. Failure to execute the Bid Schedule/Bid Form documents may result in Bidder being deemed non-responsive and cause rejection of the bid.
- h. The County reserves the right to award multiple contracts for the procurement of annual contracts for supplies, construction, services, professional and consultant services.

## **2. RECEIPT AND OPENING OF BIDS**

Sealed bids will be received by the Fulton County Department of Purchasing & Contract Compliance at Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168 Atlanta, Georgia 30303. All submitted bids shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing & Contract Compliance. The original signed Bid with two (2) copies shall be submitted in a sealed envelope, addressed to the Department of Purchasing and Contract Compliance and labeled **#16ITBC020316K-EC, Microform Readers and Large Format Scanner**.

**REQUIRED SUBMITTALS:** The bidder **must complete and execute** the forms listed below and the executed Forms must be submitted with your bid submittal:

1. Bid Form
2. Acknowledgement of each Addendum (if applicable)
3. Purchasing & Contract Compliance Forms:
  - i. Form A: Non-Collusion Affidavit of Prime Bidder
  - ii. Form B: Certificate of Acceptance of Bid Requirements
  - iii. Exhibit A: Promise of Non-Discrimination
  - iv. Exhibit B: Employment Report

Any bids received after the stated time and date will not be considered. It shall be the sole responsibility of the bidder to have his/her bid delivered to the Fulton County Department of Purchasing and Contract Compliance for receipt on or before the stated time and date. If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Purchasing Department. Bids delayed by mail will not be considered, shall not be opened, and arrangements shall be made for their return at the bidder's request and expense.

Bid shall be publicly opened, with only the names and total bid price of the bidders disclosed at the opening

## **3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this bid, the bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

**4. TERM OF CONTRACT**

One Time Purchase.

**5. EXAMINATION OF CONTRACT DOCUMENTS**

Prospective bidders shall examine the contract documents and before submitting a bid, shall make a written request to the County for an interpretation or correction of any ambiguity, in consistency or error therein which could be discovered by a bidder. At the bid opening each bidder shall be presumed to have read and be familiar with the contract documents.

**6. ADDENDA AND INTERPRETATIONS**

No interpretations of the meaning of the invitation to bid, specifications or other pre-bid documents will be made to any Bidder orally. Bidders requiring clarification or interpretation of the Bidding Documents shall make a request to Elsa D. Castro no later than **2:00 PM, Wednesday, March 2, 2016**. Written requests for clarification or interpretation may be mailed, hand delivered, e-mailed or faxed to the Purchasing Contact identified in the Invitation to Bid. Telephone inquiries will not be accepted.

Only communications from firms that are in writing will be recognized by the County as duly authorized expressions on behalf of bidders. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications which, and if any addenda are issued to this Invitation to Bid. All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the Fulton County website [www.fultoncountyga.gov](http://www.fultoncountyga.gov).

**7. NON-COLLUSION**

Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.

**8. CONFLICT OF INTEREST**

Bidder states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.

**9. BASIS OF AWARD**

Awarded to the overall lowest responsive and responsible bidder (single bidder)

The County shall award to the overall lowest responsive and responsible bidder complying with the provisions of the ITB - Commodities.

#### **10. SAMPLES**

Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Bidder at the Bidder's expense. Samples of selected items may be retained for comparison purposes.

#### **11. NEW**

All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.

#### **12. BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS**

Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Bidder may offer any equivalent product which meets or exceeds the specifications. If bids are based on equivalent products, the bid must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

#### **13. INDEMNIFICATION**

Bidder hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.

Bidder's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Bidder further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits

act arising out of injuries sustained by any employees of Bidder. These indemnities shall not be limited by reason of the listing of any insurance coverage.

#### **14. TAXES**

Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

#### **15. DELIVERY**

All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

#### **16. PLACEMENT OF ORDERS**

Orders will be placed using one of the following methods:

- a) A Purchase order (PO) will be issued as required for departments having a known requirement, fixed quantities, and one-time delivery, during the entire life of the contract.
- b) A Delivery Order (DO) will be issued as required for departments having a known requirement, fixed quantities, and one-time delivery, during the entire life of the contract.

#### **17. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT**

If any item furnished by the Bidder fails to conform to specifications, or to the sample submitted by the Bidder, the County may reject it. Upon rejection, the Bidder must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Bidder fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Bidder the difference between the prices named in the purchase order and the actual cost to the County. If the Bidder fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Bidder the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.

#### **18. INVOICES AND PAYMENT TERMS**

Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:**

Fulton County Government  
141 Pryor Street, SW  
Suite 7001  
Atlanta, Georgia 30303  
Attn: Finance Department – Accounts Payable

OR

**Via Email:**

Email: [Accounts.Payable@fultoncountyga.gov](mailto:Accounts.Payable@fultoncountyga.gov)

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
  - a. Vendor Name
  - b. Vendor Address
  - c. Vendor Code
  - d. Vendor Contact Information
  - e. Remittance Address
- 2) Invoice Details
  - a. Invoice Date
  - b. Invoice Number (uniquely numbered, no duplicates)
  - c. Purchase Order Reference Number
  - d. Date(s) of Services Performed
  - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
  - a. Department Name
  - b. Department Representative Name

**19. LEGAL REQUIREMENTS**

Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Bidder about applicable law is not a defense.

**20. ASSIGNMENT**

Any purchase order awarded shall not be assignable by the Bidder without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

**21. REJECTION OF BID**

Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.

## **22. TERMINATION**

In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

## **23. DEBARMENT**

If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

## **24. RIGHT TO PROTEST**

Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.

## **25. BINDING AUTHORITY**

The individual submitting this bid must have binding authority to submit contracts on behalf of the responding company. By submitting a response, Bidder agrees that their bid is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

## 26. SUBMITTALS

The following submittals must be completed and submitted with the Bid Submittal. This checklist is provided to ensure that the Bidder submits certain required information with its Bid.

	<b>Bid Submittal Check Sheet</b>	<b>Check (√)</b>
1.	<b>Bid Form w/Pricing Sheets</b>	
2.	<b>Acknowledgment of Addenda</b>	
3.	<b>Form A: Non-Collusion Affidavit of Prime Bidder</b>	
4.	<b>Form B: Certificate of Acceptance of Bid Requirements</b>	
5.	<b>Exhibit A: Promise of Non-Discrimination</b>	
6.	<b>Exhibit B: Employment Report</b>	

**END OF SECTION**

## BID FORM WITH PRICING SHEET(S)

Submitted To: Fulton County Government

Submitted By: \_\_\_\_\_

For: #16ITBC020316K-EC, Microform Readers & Large Format Scanner

Submitted on \_\_\_\_\_, 2016.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the specifications and has read all instructions to Bidders and General Terms and Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the commodities/goods to be provided.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

**BASE BID AMOUNT** (Do not include any Bid Alternates)

\$ \_\_\_\_\_  
(Dollar Amount in Numbers)

\_\_\_\_\_  
(Dollar Amount in Words)

The Bidder understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the item(s) be increased, the Bidder proposes to provide the additional item(s) at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon receipt of item(s), at which time adjustments will be made to the contract amount by direct increase or decrease.

Bidder to provide technical specification sheet for each item that is proposed with the Bid Form.

Item No.	Item Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1	Microform Reader	5	Each		
2	Microform Reader On-Site Training	3	Days		
3	Provide a 3 year warranty (parts/labor) for Microform Reader	3	Years		
4	Large Format Scanner On-Site Training	3	Days		
5	Provide a 3 year warranty (parts/labor) for Large Format Scanner	3	Years		
6	Large Format Scanner (ANSI C or equivalent)	1	Each		
7	Large Format Scanner (ANSI D or equivalent)	1	Each		
8	Large Format Scanner (ANSI E or equivalent)	1	Each		
9					
10					
11					
12					
13					
14					
	<b>TOTAL COST (Lines 1 - __)</b>				\$

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.



**FORM 1: NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR**

**STATE OF GEORGIA**

**COUNTY OF FULTON**

I, \_\_\_\_\_ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), \_\_\_\_\_ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of \_\_\_\_\_ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**NOTE:**

**IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.**

**IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.**

**FORM 2: FULTON COUNTY CERTIFICATE OF ACCEPTANCE OF BID/PROPOSAL  
REQUIREMENTS**

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #\_\_\_\_\_ to #\_\_\_\_\_ inclusive, including any addenda # to #\_\_\_\_\_ exhibit(s) #\_\_\_\_\_ to #\_\_\_\_\_, attachment(s) #\_\_\_\_\_ to #\_\_\_\_\_, and/or appendices #\_\_\_\_\_ to #,\_\_\_\_\_ in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

This is also to certify that the offeror has reviewed the form Fulton County contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Fulton County's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

(Corporate Seal)

**FORM 3: PROMISE OF NON-DISCRIMINATION**

"Know all persons by these presents, that I/We ( \_\_\_\_\_ ),  
Name

\_\_\_\_\_ Title \_\_\_\_\_ Firm Name

Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

**SIGNATURE:** \_\_\_\_\_

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

\_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_

**FORM 4 – EMPLOYMENT REPORT**

The demographic employment make-up for the business submitting this Quote must be identified and submitted with this bid. In addition, if any lower tier supplier(s) will be utilized by the bidder to provide the goods/commodities requested, the demographic employment make-up of the lower tier supplier(s) must be identified and submitted with your response.

JOB CATEGORIES	WHITE (Not Hispanic Origin)		BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)		HISPANIC or LATINO		AMERICAN INDIAN or ALASKAN NATIVE (AIAN)		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOP)		TWO or MORE RACES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS														
FIRST/MID LEVEL OFFICIALS MANAGERS														
PROFESSIONALS														
TECHNICIANS														
SALES WORKERS														
ADMINISTRATIVE SUPPORT WORKERS														
CRAFT WORKERS														
OPERATIVES														
LABORERS & HELPERS														
SERVICE WORKERS														
<b>TOTAL</b>														

Do you intend to utilize lower tier suppliers? Yes  No

If **Yes**, list each \_\_\_\_\_

Please identify if your business is 51% owned, operated and controlled by either of the following:

- African- American  Hispanic-American  American-Indian  Asian  Native-Hawaiian   
 Pacific Islander  or; owned by a Non-Minority

Firm's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

# Section 4

## Technical Specifications

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## REQUEST FOR E-QUOTE SPECIFICATIONS

### Microform Reader Technology Atlanta Fulton Public Library System

#### 1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting e-quotes from qualified vendors to provide microform scanning technology for the Atlanta Fulton Public Library System.

#### 2. CONTACT PERSON

Please contact Elsa D. Castro by e-mail [elsa.castro@fultoncountyga.gov](mailto:elsa.castro@fultoncountyga.gov) or Fax (404) 335-5807 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

#### 3. TERM OF AGREEMENT

One Time Purchase

#### 4. PRODUCT/SERVICE SPECIFICATIONS

- a. Microform Scanning Technology
  - i. Provide products in compliance with specifications herein. Manufacturers include but are not limited to STImaging, Wick's and Wilson, Mekel, and Canon.
  - ii. Imaging
    1. Minimum 10MP image sensor
    2. USB 3.0 interface
    3. Full color
    4. Minimum resolution 600dpi
    5. 7x to 105x magnification
  - iii. Light Source. White LED
  - iv. Film Carrier.
    1. Motorized
    2. Automatic film advancement and frame detection.
  - v. Compatible Film Types
    1. Microfiche
    2. Ultrafiche
    3. Micro opaque cards
    4. 16/35mm roll microfilm
    5. Photographic slides
    6. Cartridge
    7. Aperture cards
  - vi. File Output
    1. PDF (single/multipage)

2. JPEG/JPEG 2000
  3. PNG
  4. TIFF (single/multipage)
  5. BMP
  6. Output to file, USB, email, Google Docs and Dropbox
- vii. Printing
1. Compatible with Comprise Technologies "pay for print" system
  2. Compatible with Canon Multifunction Copier/Printer with ITC 5400 Payment Tower.
- viii. Must be compatible with Windows 7 and Windows 8 PC
- ix. Options
1. USB port
  2. Annotation
  3. Optical Character Recognition
  4. Compatible with Interlibrary Loan (ILL) service
- x. Training
1. Provide 3 days of on-site training.
- xi. Warranty
1. Provide a 3 year warranty (parts/labor)
- xii. Installation
1. Vendor is responsible for installation and programming to establish communication with "pay for print" system.
- xiii. Software
1. Provide licensing and upgrades software support package for 3 years.

**5. PRICING SHEETS**

Pricing sheet provided.

**6. SPECIAL CONDITIONS/INSTRUCTIONS**

Vendor is responsible to coordinating the installation of the equipment with the County Program Manager and with the construction team to ensure all systems are installed before April 15, 2016 or as directed by County Program Manager.

Vendor shall communicate any network connectivity needs within 14 days of Notice to Proceed to ensure network availability.

## REQUEST FOR E-QUOTE SPECIFICATIONS

### Large Format Media Scanning Technology Atlanta Fulton Public Library System

#### 1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting e-quotes from qualified vendors to provide large format media scanning technology for the Atlanta Fulton Public Library System.

#### 2. CONTACT PERSON

Please contact Elsa D. Castro by e-mail [elsa.castro@fultoncountygal.gov](mailto:elsa.castro@fultoncountygal.gov) or Fax (404) 335-5807 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

#### 3. TERM OF AGREEMENT

One Time Purchase.

#### 4. PRODUCT/SERVICE SPECIFICATIONS

- a. Large Format Media Scanning Technology
  - i. Provide products in compliance with specifications herein. Manufacturers include, but are not limited to Zeutschel and KIC.
  - ii. Imaging
    1. Overhead imaging camera.
    2. 42 bit color scan/output 24 bit color
    3. 14 bit gray/output 8 bit gray
    4. 1 bit b&w/output 1 bit b&w
    5. Max resolution: 600dpi
  - iii. Scan area: Minimum of 17" x 22" (ANSI C), provide pricing for larger sizes (see pricing matrix). Library will select one of the three sizes available. If proposer does not offer one of the sizes listed provide pricing for the sizes which are available.
  - iv. File Output
    1. PDF (single/multipage)
    2. JPEG/JPEG 2000
    3. PNG
    4. TIFF (single/multipage)
    5. BMP
    6. GIF
    7. Output to file, USB, email, Google Docs and Dropbox
  - v. Printing
    1. Compatible with Comprise Technologies "pay for print" system

- 2. Compatible with Canon Multifunction Copier/Printer with ITC 5400 Payment Tower.
- vi. Provide Monitor, Scanner table, and Book Cradle (90 degree). Owner will provide PC.
- vii. Provide all calibration software and templates.
- viii. Provide software modules. Software shall be compatible with Windows 7 and Windows 8.
- ix. Options
  - 1. USB port
  - 2. Integrated color management
  - 3. Image rotation.
  - 4. Cropping
  - 5. Masking
  - 6. B&W scanning with dynamic threshold.
  - 7. 90 degree opening angle
  - 8. No UV/IR radiation
  - 9. Illumination only when scanning
  - 10. No reflections with high gloss originals
  - 11. Removable glass plate (can operate without glass)
  - 12. Book curve correction
  - 13. Double page processing
- x. Training
  - 1. Provide 3 days of training on-site.
- xi. Warranty
  - 1. Provide a 3 year warranty (parts/labor)
- xii. Installation
  - 1. Vendor is responsible for installation and programming to establish communication with "pay for print" system.
- xiii. Software
  - 1. Provide licensing and upgrades software support package for 3 years.

**5. PRICING SHEETS**

Pricing sheet provide.

**6. SPECIAL CONDITIONS/INSTRUCTIONS**

Vendor is responsible to coordinating the installation of the equipment with the County Program Manager and with the construction team to ensure all systems are installed before April 15, 2016 or as directed by County Program Manager.

Vendor shall communicate any network connectivity needs within 14 days of Notice to Proceed to ensure network availability.