



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

REQUEST FOR E-QUOTE NUMBER: 12CR85311B

PROJECT TITLE: Hewlett Packard LaserJet Enterprise M601dn Printer

DUE DATE: SEPTEMBER 21, 2012

LAST DATE FOR QUESTIONS WILL BE: SEPTEMBER 14, 2012

E-QUOTE RESPONSES MUST BE SUBMITTED ONLINE AT www.fultonvendorservice.co.fulton.ga.us. BY THE DATE AND TIME INDICATED. You must be a registered vendor in order to respond to E-QUOTES.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME:
CYNTHIA RICHARDSON

E-MAIL ADDRESS:
cynthia.richardson@fultoncountyga.gov

FAX NUMBER:
404-893-1740

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote ("E-QUOTE"). Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this e-quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for E-Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for e-quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to e-quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR E-QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **ADDENDUM.** Revision to the Request for E-Quote issued by the County prior to the receipt of bids.
5. **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.
6. **CONFLICT OF INTEREST.** Vendor 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.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for E-Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **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.
10. **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 Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote 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.
11. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's 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, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.

12. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
13. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
14. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor 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 Vendor 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 Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor 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 Vendor 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.
15. **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 and the correct invoice is received in the office specified on the purchase order.
16. **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 Vendor about applicable law is not a defense.
17. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
18. **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.
19. **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.
20. **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.
21. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.
22. **BINDING AUTHORITY.** The individual submitting this E-QUOTE must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote 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.

REQUEST FOR E-QUOTE SPECIFICATIONS

Hewlett Packard LaserJet Enterprise M601dn Printer Fulton County Information Technology

1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting e-quotes from qualified vendors to provide Hewlett Packard LaserJet Enterprise M601dn Printers or approved equals, to the Department of Information Technology.

2. CONTACT PERSON

Please contact Cynthia Richardson, Procurement Officer, by e-mail cynthia.richardson@fultoncountyga.gov or Fax (404) 893-1740 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

3. PRODUCT/SERVICE SPECIFICATIONS

PRINTER: Hewlett Packard LaserJet Enterprise M601dn Printer or an approved equal. **Vendors bidding as specified must be authorized for sales and service by Hewlett Packard.** Vendors bidding approved equals must provide supporting literature for our analysis to use in evaluating bidders claim for product being bid as meeting the specifications for the product identified in this quote. The Department of Information Technology will be the sole determinant to analyze and make a decision of a product as meeting the minimum specifications identified below.

Printing specifications	
Print speed, black (normal quality mode)	Up to 45 ppm
Print speed footnote	Measured using ISO/IEC 24734, excludes first set of test documents. For more information see http://www.hp.com/go/printerclaims . Exact speed varies depending on the system configuration, software application, driver, and document complexity.
First page out (black)	As fast as 8.5 sec
Print resolution, black	Up to 1200 x 1200 dpi
Print technology	Laser
Monthly duty cycle	Up to 175,000 pages
Footnote for duty cycle	Duty cycle is defined as the maximum number of pages per month of imaged output. This value provides a comparison of product robustness in relation to other HP LaserJet or HP Color LaserJet devices, and enables appropriate deployment of printers and MFPs to satisfy the demands of connected individuals or groups.
Recommended monthly print volume	3000 to 12,000 pages

Footnote for recommended monthly print volume	HP recommends that the number of printed pages per month be within the stated range for optimum device performance, based on factors including supplies replacement intervals and device life over an extended warranty period.
Memory, standard	512 MB
Memory, maximum	1 GB
Processor speed	800 MHz
Print languages, standard	HP PCL 6, HP PCL 5e (HP PCL 5e driver available from the Web only), HP postscript level 3 emulation, native PDF printing (v 1.4)
Hard disk	None
Paper Handling	
Paper tray(s), standard	2
Paper tray(s), maximum	Up to 6
Paper handling standard,input	100-sheet multipurpose tray 1, 500-sheet input tray 2, Automatic duplexer for two-sided printing
Paper handling optional,input	Optional 500-sheet input tray, optional Custom media cassette (for tray 2 position only), optional 1500-sheet High-capacity input tray (add up to 4 additional trays for up to 3600-sheet input capacity), optional 75-sheet envelope feeder
Paper handling standard,output	500-sheet output bin, 100-sheet rear output bin
Paper handling optional,output	Optional 500-sheet stacker, optional 500-sheet stapler-stacker, optional 500-sheet 5-bin mailbox
Duplex printing (printing on both sides of paper)	Automatic (standard)
Media sizes, standard	Multipurpose tray 1: letter, legal, executive, statement, 8.5 x 13 in, 3 x 5 in, 4 x 6 in, 5 x 7 in, 5 x 8 in, envelope (commercial No. 9, No. 10, Monarch), US postcard; Tray 2, optional 500-sheet input tray: letter, legal, executive, 8.5 x 13 in; optional 1500-sheet High-capacity input tray: letter, legal
Media sizes, custom	Multipurpose tray 1: 3 x 5 to 8.5 x 14 in; Tray 2, optional 500-sheet input tray: 5.83 x 8.27 to 8.5 x 14 in; Optional Custom media cassette: 4.02 x 5.83 to 6.69 x 11.10 in
Media types	Paper (bond, color, letterhead, plain, preprinted, pre-punched, recycled, rough, light), envelopes, labels, cardstock, transparencies, shelf edge labels, user-defined
Document finishing	Sheetfed
Connectivity	
HP ePrint	Yes
Mobile printing capability	HP ePrint
Connectivity, standard	1 Hi-Speed USB 2.0; 1 Gigabit Ethernet; 2 External Host USB (1 walk-up and 1 external accessible); 2 internal Host USB 2.0-like ports (for 3rd party connection)
Connectivity, optional	802.11b/g/n wireless LAN (Station mode), other networking accessories, HP Jet direct 2700w USB Wireless Print Server (available in early 2012)
Dimensions and weight	
Media weight	Multipurpose tray 1: 16 to 53 lb; Tray 2, optional 500-sheet input tray, optional Custom media cassette, optional 1500-sheet High-capacity input tray: 16 to 32 lb; Optional Envelope feeder: 20 to 28 lb; Duplexer: 16 to 32 lb

Dimensions (W x D x H)	16.3 x 20 x 15.7 in
Dimensions, max. (W x D x H)	16.3 x 30.2 x 15.7 in
Weight	57.8 lb
Power and operating requirements	
Minimum system requirements	<p>PC: Microsoft® Windows® 7, Windows Vista®, Windows XP® (SP2 or higher), Windows® Server 2003 (SP1 or higher), Windows® Server 2008, Windows® Server 2008 R2; 200 MB available hard disk space; operating system compatible hardware system requirements, see http://www.microsoft.com</p> <p>Macintosh: Mac OS X v10.5, 10.6, 10.7; 150 MB available hard disk space; operating system compatible hardware system requirements, see: http://www.apple.com</p>
Compatible operating systems	Microsoft® Windows® 7, Windows Vista®, Windows XP® (SP2+), Windows® Server 2003 (SP1+), Windows® Server 2008 (all 32-bit and 64-bit), Windows® Server 2008 R2 (64-bit); Mac OS X v10.5, 10.6, 10.7; Citrix and Windows Terminal Services (see System Administrator's Guide at http://www.hp.com/go/upd , Documentation tab for latest support); Novell (see http://www.novell.com/iprint for latest support); Linux (see http://www.hplip.net); UNIX (see http://www.hp.com/go/unix , http://www.hp.com/go/unixmodelscripts , and http://www.hp.com/go/jetdirectunix_software); SAP device types (see http://www.hp.com/go/sap/drivers and www.hp.com/go/sap/print)
Macintosh compatible	Yes
Power supply	Input voltage: 100 to 127 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz); 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz)
Power consumption	790 watts (Printing), 21 watts (Ready), 5.5 watts (Sleep), 1.0 watt (Auto-Off), 0.3 watts (Manual-Off)
Power consumption footnote	Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages; this will damage the printer and void the product warranty. Power consumption in Auto-Off mode depends on customer network switch capability, user configuration and network activity. Off-mode power may vary while checking network packets for print jobs.
Recommended operating temperature (Fahrenheit)	59 to 89.6°F
ENERGY STAR® Qualified	Yes
What's included	
Warranty	One-year, next business day, on-site limited warranty
Cable included?	No, please purchase USB cable separately
What's in the box	Printer; Right-angled power cord; Software and documentation on CD-ROM; HP Black LaserJet Toner cartridge (~10,000 pages); Automatic duplexer for two-sided printing; Getting Started Guide; Support flyer; HP ePrint flyer; Warranty Guide (where applicable)
Network ready	Standard (built-in Ethernet)

4. PRICING SHEETS

Description	Quantity	Unit	Unit Price
Hewlett Packard LaserJet Enterprise M601dn Printer or approved equal	16	ea	\$

5. SPECIAL CONDITIONS/INSTRUCTIONS

Delivery to address below must be included at no additional cost:
Fulton County Department of Information Technology
141 Pryor Street, SW, Room G-038
Atlanta, Georgia 30303
Attention: Anne Wilson

6. INSURANCE & RISK MANAGEMENT PROVISIONS: N/A