



# West Ada

## SCHOOL DISTRICT

**DATE: February 2, 2018**

**TO: All Interested Parties**

- I. You are hereby invited to submit a SEALED bid for a SURPLUS XEROX COPY MACHINE(S)-Bid #804701  
DUE: February 16, 2018 at 10:00 AM MDT.
- II. Bids will be received up until the above noted date and time at the District Service Center located at 1303 E. Central Dr., Meridian, ID 83642. Bids will be opened, compiled, and acknowledged at that time. Attendance is optional.
- III. All proposals submitted shall become public record upon approval of award by the Board of Trustees.
- IV. Bids received after the time set for bid compiling will not be considered.
- V. Sealed bids should be submitted via mail or courier to 1303 E. Central Dr., Meridian, ID 83642. Please put **SURPLUS XEROX COPY MACHINES DISPOSAL** on the outer envelope. **No responsibility will attach to the school district or any district employee for the failure to open a bid not properly addressed and identified.**
- VI. All terms, specifications and instructions set forth in this invitation are incorporated by this reference into our response.
- VII. In the event of a conflict between the General Instructions and any Special Instructions attached hereto, the Special Instructions will have precedence.
- VIII. The Board of Trustees reserves the right to waive minor informalities in any bid, to accept any bid which they consider to be in the best public interest, and to reject any part of, or any and all bids; alternate bids will be considered. However, awards will be made to the highest responsible bidder in the opinion and at the option of the Board. Their decision shall be final and conclusive.
- IX. Failure to read or comply with the enclosed general information in no way relieves a bidder from his liabilities arising hereunder and no bid may be withdrawn after the time of opening. Any bidder may withdraw his bid either personally or by written request, at any time prior to the submission deadline noted in paragraph I.
- X. Prior to bid award, West Ada School District shall conduct such investigation as it deems necessary to determine the performance record and ability of the apparent successful bidder to supply the service specified in this invitation to bid. Upon request, the bidder shall submit such information as deemed necessary for such evaluation.

*NOTE: The following instructions have been developed specifically for this bid and may or may not be the same as previous or future solicitations for this type of service or commodity. Therefore, all bidders are urged to review these instructions in detail before submitting their bids.*

## **INSTRUCTIONS TO BIDDERS**

1. General Bid Instructions: These are general instructions for bidding procedures only for West Ada School District, Meridian, Idaho and can be superseded by special instructions and addenda.

The school district shall not be responsible for oral interpretations given by a school district employee, representative, or others. The issuance of an addendum is the only official method whereby interpretations, clarification or additional information can be given that would change the terms and conditions of the bid. Prior to submitting a bid, it shall be the sole responsibility of each bidder to check the bid post on the website to determine if addenda were issued and, if so, to obtain such addenda for attachment to the bid. Should any questions arise concerning this bid, please e-mail all questions to [Purchasing@westada.org](mailto:Purchasing@westada.org).

2. All proposals must be typewritten or completed in **ink**. Proposals having corrections must be initialed by the bidder in ink. Proposals submitted in pencil are not acceptable.
3. **SIGNATORY AUTHORITY: ALL QUOTATIONS AND PROPOSALS MUST BE SIGNED IN INK (SEE LAST PAGE OF THE BID DOCUMENTS) BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRMS.**
4. Erasures: Erasures are not acceptable on bids. If changes are necessary, strike out or draw a line through incorrect price and write the correct price above. Vendor must initial all changes.
5. Conditional Bids: The Board specifically reserves the right to reject any conditional bid and will normally reject those which make it impossible to determine the true amount and quality of the bid.
6. Bid Compiling Attendance: All bidders have the right to attend the bid compiling, if desired.
7. Bid Results: Preliminary bid tabulations may be made available to any interested party attending the bid compiling depending on the complexity of the bid. Individual bid recommendations will not be given over the telephone or via fax due to the length of time involved. Bidders are encouraged to review the bid tabulations/recommendation postings during normal working hours in the District Service Center.
8. Conflict of Interest: All bidders must disclose – with their bid – the name of any officer, director or agent who is also an employee of Joint School District No. 2. Further, all bidders must disclose the name of any School District employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.
9. Payment is due before copy machine(s) are removed. Payment accepted in the form of cashier's check, bank check, cash or credit card. No personal checks will be accepted.
10. Gratuities: In the event that any gratuities or "kickbacks" are offered or tendered to any school district employee or a subcontractor as an inducement for award of a bid, Request for Proposal (RFP), subcontract or order, the bidder's proposal shall be disqualified and shall not be reinstated.

11. Public Records: All information submitted in response to this request shall be subject to compliance with the Idaho Public Records Law.
12. Indemnification for Goods and Services: During the term of this bid the bidder shall indemnify, hold harmless, and defend West Ada School District, its agents, servants and employees from any and all costs and expenses, including but not limited to, attorney's fees , reasonable investigative and discovery costs, court costs and all other sums which the school district, its agents, servants and employees may pay or become obligated to pay on account of any actions founded thereon, arising or alleged to have arisen out of the products, goods, or services furnished by the bidder, his agents, servants or employees, or any of his equipment when such persons or equipment are on premises owned or controlled by the school district for the purpose of performing services.
13. Court venue: Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the District Court in and for Ada County, State of Idaho. The laws of the State of Idaho shall govern this transaction.

### **SPECIFICATIONS FOR BID #804701**

Following are the Xerox copy machines available for bid:

Items 1-35:

Model 5675

Machines are sold "as is" with no warranty, implied or otherwise. The hard drives have been removed for privacy reasons.

To use the machine for copy only, one would need to additionally remove the network controller and fire wire card (located on the back, separate from the unit).

To use the machine for scan, fax, email AND copy, a compatible hard drive for networking will need to be put in the machine(s). It is recommended to consult with Xerox for the correct hard drive to be purchased for the specific model. Once the hard drive is installed, Xerox will need to be contacted to load the software onto the hard drive in order for the copier to work.

Winning bidder has 48 hours to remove the machine(s) off the West Ada property, unless other arrangements are made.

In the case of a tie, the winning bid will be determined by the date and time the bid was received. The bid that is received at the West Ada office first will be declared the winning bid.

**BID SUBMISSION FORM**

**SURPLUS XEROX COPY MACHINES-BID #804701**

The undersigned, having examined the specifications and other related documents, hereby proposes to purchase surplus copy machine(s), and to provide the necessary equipment to remove surplus property, in accordance with the project specifications.

ITEM #	MODEL #	SERIAL #	BID AMOUNT		ITEM #	MODEL #	SERIAL #	BID AMOUNT
1	5675	WTM786318			19	5675	WTM786330	
2	5675	WTM786378			20	5675	WTM786339	
3	5675	WTM786355			21	5675	WTM786390	
4	5675	WTM786409			22	5675	WTM786151	
5	5675	WTM786227			23	5675	WTM786325	
6	5675	WTM786358			24	5675	WTM786229	
7	5675	WTM786233			25	5675	WTM786351	
8	5675	WTM786346			26	5675	WTM786404	
9	5675	WTM786361			27	5675	WTM786368	
10	5675	WTM786370			28	5675	WTM786401	
11	5675	WTM786323			29	5675	WTM786352	
12	5675	WTM786289			30	5675	WTM786144	
13	5675	WTM786343			31	5675	WTM786152	
14	5675	WTM786348			32	5675	WTM786146	
15	5675	WTM786321			33	5675	WTM786142	
16	5675	WTM786327			34	5675	WTM786161	
17	5675	WTM786364			35	5675	WTM786164	
18	5675	WTM786345						

\*\*\*Each machine will be sold separately-the highest bid for each machine will be awarded to the bidder\*\*

By signing and submitting a bid for the surplus personal property, bidder agrees to remove personal property (Xerox Copy Machine(s)) within 48 hours of bid opening, from current location (1303 E. Central Dr., Meridian, ID 83642) unless other arrangements are made with West Ada School District.

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

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

NAME OF COMPANY (if applicable) \_\_\_\_\_

PRINCIPAL, OFFICER, OR INDIVIDUAL SIGNATURE \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_