

STANDARD BID CONDITIONS

M-09-116P

1. **ACCEPTANCE AND REJECTION:** The Arkansas State Highway and Transportation Department (AHTD) reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the State.
2. **PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be F.O.B. destination specified in bid, (4) prices must be firm and not subject to escalation, (5) bid must be firm for acceptance for 30 days from bid opening date. In case of errors in extension, unit prices shall govern. Discounts from bid price will not be considered in making awards.
3. **BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. **Personal and company checks are not acceptable as Bid Bonds.** Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by AHTD or fails to honor their bid. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. **Personal and company checks are not acceptable as Performance Bonds.** In some cases, a cashier's check or certified check submitted as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company authorized to do business in Arkansas, and must be signed by a Resident Local Agent licensed by the Arkansas State Insurance Commissioner to represent that surety company. Resident Agent's Power-of-Attorney must accompany the surety bond. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company. Annual Bid and Performance Bonds on file with E & P Division must have sufficient unencumbered funds to meet current bonding requirements, or the bid will be rejected, unless the balance is submitted as set forth above, prior to bid opening.
4. **TAXES:** The AHTD is not exempt from Arkansas State Sales and Use Taxes, or local option city/county sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the AHTD as an addition thereto, and should be added to the billing to the AHTD. The AHTD is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the AHTD.
5. **"ALL OR NONE" BIDS:** Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.
6. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
7. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
8. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.
9. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
10. **SAMPLES, LITERATURE, DEMONSTRATIONS:** Samples and technical literature must be provided free of any charge within 14 days of AHTD request, and free demonstrations within 30 days, unless AHTD extends time. Failure to provide as requested within this period may cause bid to be rejected. Samples, literature and demonstrations must be substantially the same as the item(s) being bid, unless otherwise agreed to by AHTD. Samples that are not destroyed will be returned upon request at bidders expense. Samples from successful bidders may be retained for comparison with items actually furnished.
11. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
12. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the AHTD, as soon as possible, of the reason for any delay and the expected delivery date. The AHTD has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
13. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by AHTD after delivery. Default in promised delivery or failure to meet specifications authorizes the AHTD to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
14. **ETHICS:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business."* (Arkansas Code, Annotated, Section 19-11-708).

ARKANSAS STATE HIGHWAY & TRANSPORTATION DEPARTMENT
LITTLE ROCK, ARKANSAS
EQUIPMENT & PROCUREMENT DIVISION

Bid No. M-09-116P

BIDDER: _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
1.	Wide Format Color Print and Scan System System must have integrated scanner capable of scan to file and scan to print for color documents and must be compatible with Oce TDS800 Reprodesk Operating System and Oce 3000 Aperture Card Scanner. System must have multi-drawer media feed system and on-the-fly ink and paper replacement capability.	1	ea.	_____	
2.	Trade-in and removal of an Oce 9800 Black and White Wide Format System located at AHTD Central Office, 10324 I-30, Room 203, Little Rock, AR.	1	ea.	_____	

BID TOTAL: _____

Maintenance Cost per year after initial warranty of _____ days.

- 1st year \$ _____
- 2nd year \$ _____
- 3rd year \$ _____
- 4th year \$ _____
- 5th year \$ _____
- 6th year \$ _____

Maintenance Coverage shall include the following:

(a) minimum response time _____ hour{s} maximum response time _____ hour{s}

NOTE: Bids will be evaluated on the basis of low bid meeting specifications as to equipment cost, any optional features requested, and the 6-year maintenance total.

**ARKANSAS STATE HIGHWAY
AND TRANSPORTATION DEPARTMENT**

NOTICE OF NONDISCRIMINATION

The Arkansas State Highway and Transportation (Department) complies with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and other federal equal opportunity laws and therefore does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in admission or access to and treatment in Department programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to James B. Moore, Jr., Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address:

james.moore@arkansashighways.com.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

ARKANSAS HIGHWAY AND TRANSPORTATION DEPARTMENT

SPECIFICATIONS FOR MULTIFUNCTIONAL WIDE FORMAT COLOR DIGITAL SYSTEM

Oce TCS500 System or equal

Total production color system for scanning, copying, and printing wide format documents.

PRINTER

Printer shall be able to print B&W, Grayscale, and Color documents up to 36" wide with a maximum of 600 dpi.

Printer shall be able to achieve maximum throughput of Black & White prints at 40 seconds per E-size and color prints at 60 seconds per E-size.

Printer shall have 2 rolls of media with roll lengths of at least 300 feet. It should automatically select best roll and rotation for document size. It should allow the operator to change one roll while printing from the other roll. Media capacity upgradable to 3 rolls, desirable.

Printer shall have front-accessible receiving tray with optional rear copy receiving rack.

Printer shall have at least 9 print heads (3 Black, 2 each of Cyan, Magenta, and Yellow). Printer must continue quality printing as long as one print head per color is functional.

Print shall accept HPGL, HPGL/2, Calcomp, HP-RTL, Tiff 6.0, Cals, C4, NIRS/NIFF, and PS3/PDF.

Printer shall have 3 quality modes (check, release, presentation). In middle quality mode, printer shall automatically select the best print strategy for each part of the plot (Dynamic Switching).

Printer shall offer a range of color management settings, even the ability to emulate other inkjet devices such as HP1055 or HP4000.

Printer shall provide an information panel that indicates ink levels to 1%, media loaded, print head status, and job printing.

Printer Ink tanks shall hold at least 400 ml and shall be replaceable while equipment is in operation.

Printer shall have a web-based print submission tool that allows for collated sets to be sent and printed.

Printer shall be EnergyStar compliant and shall use standard 115V power outlet.

CONTROLLER

Controller shall be Windows XP (compatible systems for operation with the Oce TDS 800) with XP security levels and allow for the quick processing of large and complex files. It shall handle file spooling on the controller itself, rather than on individual's local workstations.

Controller shall connect via Standard Ethernet 100 mbits/s RJ45 and TCP/IP protocol.

Controller shall have at least 1 GB memory and 80 GB Hard Disk capacity.

Graphical user interface (monitor) shall be provided with Controller to view queue, machine status, settings, and scans.

Controller shall allow for prioritizing of jobs (active queue) and the re-printing of recently printed files (history queue). From the history queue, users must be able to change the print settings including the quality mode.

Controller shall allow for concurrent receiving/processing/printing/copying/scanning.

Controller shall be housed in lockable cabinet.

Controller shall accept HPGL, HPGL/2, HP-RTL, TIFF, C4 and PS3/PDF files from Windows applications (viewers) and through Job Ticketing software (comparable to Print Exec LT) and provide up to 999 multiple prints.

SCANNER

Scanner shall have auto width detection and be able to scan/copy up to 36" wide and 49' long – color, grayscale, or B&W documents.

Scanner shall allow copying from 25% to 400% scale with one pass.

Scanner shall allow for scan to file (pdf, tiff, or cals) in at least the following resolutions: 72, 200, 300, 400, 600 dpi.

Scanner shall scan B&W at least 10 linear ft/min (2 E-size), and Color at least 3.5 linear ft/min. Optional upgrade should allow up to at least 16.4 lin ft/min. for both B&W and Color desirable.

Scanner shall allow for the selection of at least 10 scan destination from the scanner control panel. These preset scan destinations should be programmable to any network drive and not be limited to the controller itself.

Scanner shall allow direct copying to the printer from user panel without having to interact with a computer/controller.

Scanner/controller shall allow for the setup of at least 5 standard copy and 5 standard scan templates to be accessed from the display panel.

Scanner shall provide the selection to print-check print at the same time a scan is made.

Scanner should provide front return of originals with option for original rear delivery tray.

Scans should be viewable at the time of scanning directly on the controller's Graphical User Interface (monitor).

Scanner should allow the ability to change file names at point of scanning using graphical user interface (keyboard).

DRIVER and APPLICATION SOFTWARE

Windows drivers shall be Microsoft-certified – PDF driver to be Adobe-certified.

Systems shall include additional Client Submission Software which allows collated sets of drawings to be printed directly to the print engine instead of through drivers.

NETWORK CONNECTION ASSISTANCE, EQUIPMENT SETUP, AND TRAINING

System hardware shall be installed by Vendor's service technician.

Network connection and software installation assistance shall be provided by vendor's authorized Systems Analyst and Trainer – including:

- Setup of pre-assigned or DHCP-enabled TCP/IP address, subnet mask, and gateway ping printer from one client workstation
- Load Windows Driver and PostScript Driver on at least one client workstation and demonstrate how to load on additional workstations
- Load client software on at least one client workstation and demonstrate how to load on additional workstations
- Full key operator training on color copying, scanning, and plotting function

OTHER SPECIFICATIONS

- Service for all components of configured system shall be provided by the vendor.
- Service shall be regional with less than one day response time.
- Vendor shall offer Software Help Desk support.
- Vendor shall provide On-line Knowledge base support.
- Vendor shall provide 90-day warranty on all software and hardware.