

**PUBLIC NOTICE
DAVIESS COUNTY CLERK'S OFFICE
INVITATION TO BIDDERS
FOR ALL-IN-ONE COPIER, FAX, AND SCANNERS**

Bid No. 01-2020

Separate sealed bids will be received by the Daviess County Clerk's Office, Daviess County Courthouse, 212 St. Ann Street, Room 104, Owensboro, Kentucky 42302, or by mailing the bid to the Daviess County Clerk's Office, P. O. Box 609, Owensboro, KY 42302-0609. The bids shall be opened in the Daviess County Clerk's Office at 2:00 P.M. Central Standard Time on **March 17, 2020**. Bids received after that time will not be accepted.

Bids must be received in a sealed envelope labeled with the bid number, identification of bid, and bidder's name and address on the front of the envelope. Any bid which is not submitted as directed herein may, at the discretion of the County Clerk, be rejected. Specifications are on file at the County Clerk's Office, 212 St. Ann Street, Room 104, Owensboro, KY 42303, or by calling Leslie McCarty at 270-685-8432.

The County Clerk of Daviess County reserves the right to reject any or all bids, or to waive any irregularities in bids, and to accept that which in their opinion is the best evaluated bid. The County Clerk also reserves the right to extend the term of a currently accepted bid price for additional periods beyond the original, if both parties are in agreement.

Specifications and bidders must conform to all applicable Federal and State laws which govern such purchases. The County Clerk's Office is exempt from Kentucky Sales Tax.

BY ORDER OF DAVIESS COUNTY CLERK'S OFFICE

Leslie McCarty
County Clerk
Daviess County Clerk's Office

Bid No. 01-2020

SPECIFICATIONS

The Daviess County Clerk’s Office is seeking 4 New All-In-One Copier, Fax, and Scanner Devices (Named for sake specifics—Recording Department, Basement, Auto Department, and Dealer Department). The devices must be able to:

- Copy documents (Black and White Only) and have paper feeders
- Have the option to copy 8.5”x11”, 8.5”x14”, and 11”x17” (only needed on one device- Recording Dept. Machine)
- Have the ability to receive and send faxes
- Have Network Scanning Capability
- Have a least one device that can maintain a copy account system with login privileges and printable reports for usage activity on account holders (Named: Basement Machine)
- Have a maintenance contract that includes toner cartridges and all parts for each machine **and at least for one machine staple cartridges for finishing device addition (Recording Department Machine)**

The Clerk’s Office requires separate bids for the following two options:

- 1. Purchasing equipment and providing a maintenance contract for 4 years**
- 2. Leasing equipment with a maintenance contract for 4 years**

Please Submit for these Two (2) Options

Monthly Copy Usage on Current Machines

- **Basement Machine** 1285 copies per month
- **Recording Department Machine** 2543 copies per month
- **Auto Department Machine** 1179 copies per month
- **Dealer Department Machine** 1598 copies per month

Bid No. 02-2019
GENERAL BID INFORMATION

This and all other pages are inclusive in the bid specifications.

BID FORM: The bid shall include the total amount for [REDACTED] for the Daviess County [REDACTED]. **The bid form provided *must be used***, and it is *highly* recommended that the **bid form** be placed in front of all documentation within the submitted bid package.

KENTUCKY OPEN RECORDS LAW: At the time a bid or proposal is submitted to the County, the vendor shall identify any information that is submitted as a part of the bid that is proprietary or confidential in nature and not subject to release for public inspection. The County will protect any proprietary or confidential information to the extent allowable under the Kentucky Open Records Act.

NEW GOODS, FRESH STOCK: Unless otherwise specified, all contractors shall provide new commodities, fresh stock, latest model, design or package.

METHOD OF AWARD: This bid will be evaluated on the evaluation criteria established in the bid specification and awarded based on the best evaluated bid.

The County reserves the right to reject any and all bids or parts thereof, and to waive any irregularities in said bids. The right is reserved to award bids based on the best interest and/or what is most advantageous to the County. The County also reserves the right to consider as a part of the bid evaluation the stated warranty, stated delivery schedule and payment terms. Award will be made, according to the opinion of the Daviess County Clerk's Office, to the best evaluated bid.

PRICING: All prices shall be quoted exclusive of any taxes. The Daviess County Clerk's Office is exempt from Federal excise tax and/or Kentucky sales tax. Any items supplied *directly* to Daviess County Clerk's Office from a supplier/manufacturer are exempt from sales tax. Any items purchased by a contractor that will be used in the fulfillment of a contract are *not* exempt from sales tax.

In case of a discrepancy in the extension of a unit price, the unit price shall govern the total price.

Bidders must provide manufacturer's product literature (if available) and appropriate with the bid submission.

Prices quoted shall remain firm and open to acceptance by the County for a minimum period of sixty (60) days after bid opening.

SHIPPING CHARGES: All items quoted shall be "F.O.B. Destination". No additional freight charges will be allowed

GENERAL BID INFORMATION CONTINUED

BID INFORMATION:

Separate sealed bids shall be received by the Daviess County Clerk’s Office, P. O. Box 609, Owensboro, KY 42302-0609. Bids may also be mailed or hand delivered to:

**Daviess County Clerk’s Office
Daviess County Courthouse
212 St. Ann Street, Room 104
Owensboro, KY 42303.**

Bids must be received in an envelope with the bidder’s name and Bid No. 01-2020 on the outside of the envelope. The bid opening will be held on March 17, 2020. Bids must be received by 2:00 P.M. Central Standard Time. Any bids received after 2:00 P.M. will not be accepted. Bids will be opened and publicly read at that time. Specifications are on file at the Daviess County Clerk’s Office at 212 St. Ann Street, Room 104, Owensboro, KY 42303 or by calling Leslie McCarty at 270-685-8432.

***SPECIFICATIONS AND BIDDERS MUST CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS WHICH GOVERN SUCH SERVICES.**

AWARD OF BID: Bid will be awarded based on lowest or best evaluated bid.

DELIVERY: Delivery shall be to:

**Daviess County Clerk’s Office
Daviess County Courthouse
212 St. Ann Street, Room 104
Owensboro, KY 42303**

PAYMENT: Payment will be within 30 days or less after delivery and receipt of invoice.

By signing and submitting this bid for consideration by Daviess County, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

Date ____/____/____ Company _____

Printed Name _____ Phone _____ Fax _____

Signed _____

BID FORM – Bid No. 01-2020
DAVISS COUNTY CLERK'S OFFICE

FOR All-One-Copier, Fax, and Scanners

MAKE (if applicable) _____

MODEL (if applicable) _____

TOTAL BASE PRICE FOR Copiers:

\$ _____ **(ANY ADDITIONS WITH CHARGES AS WELL AS A
BREAKDOWN OF INDIVIDUAL COMPENTS OR PRODUCTS OF THE
SOFTWARE SHOULD BE ATTACHED)**

Approximate Delivery Date ____/____/_____

or within _____ days. **(MUST BE OPERATIONAL BY 5/1/2020)**

Warranty Certificate Included with Bid? Yes No

Any Exceptions to Bid? Yes No

[IF YES, PLEASE INCLUDE DOCUMENTATION]

COMPANY _____ PHONE _____

ADDRESS _____

PRINTED NAME _____

SIGNATURE _____

DATE ____/____/_____ EMAIL _____

***Note: This form should precede any documentation contained in the submitted bid package.**