



INVITATION TO BID

(This is not an order.)

CITY OF CLEVELAND

Division of Purchases & Supplies
601 Lakeside Avenue
Room 128
Cleveland, OH 44114

Buyer: Jules Gilliam
216-664-2621
jgilliam@city.cleveland.oh.us

Requestor: Matthew Rosing
216-664-4026
MRosing@city.cleveland.oh.us

Procurement Folder	RFB No.	RFB Description	
127403	RFB 8006 20200000000532	Flatbed Scanners	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
October 19, 2020 3:00 PM		8006	October 19, 2020 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Flatbed Scanner	5.00000 / EA		

Please Complete Entirely & Return All Documents Including the Northern Ireland Agreement ***See Attachments for Details & Specifications***

Ship To:
Director's Office - CD Director's Office - CD 601 Lakeside Ave, Room 320 Cleveland, OH 44114

Vendor Response		
Unit Price	Extension	Delivery Days
\$	\$	Day(s)

Vendor Response	Vendor Total Amount for Items	Vendor Total Amount for Services	Payment Discount Offer	
	\$	\$	%	Day(s)

TERMS OF DELIVERY

- Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.
- Delivery quoted must be stated in terms of work days after receipt of the order.
- All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.
- No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.

EVALUATION CRITERIA

Group/Line #	Evaluation Criteria Description	Response Type
1 / 1	Lowest and best bidder under Chapter 181 C.O.	NONE

BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID

Shipping/Freight Charges

ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES.

NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

MSDS required

A Material Safety Data Sheet is required to be shipped with each specific applicable item on this PO.



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Procurement Folder	RFB No.	RFB Description	
127403	RFB 8006 202000000000532	Flatbed Scanners	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
October 19, 2020 3:00 PM		8006	October 19, 2020 3:00 PM

BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID

No Price increase

This Purchase Order does not permit price increases.

Missing information

It is each bidder's individual responsibility to determine for themselves, in advance of bid submission, the accuracy and completeness of any and all information in an RFB. If a potential bidder does not notify the Division of Purchases and Supplies in advance of the bid opening date of any possible discrepancy then any such discrepancy or erratum cannot be the basis for a protest of award. Contact the Buyer immediately if there is a question of accuracy or completeness in these bid documents.

BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
FED ID # / SSN #:		
PHONE NO.:	FAX NO.:	
EMAIL ADDRESS:		
PLEASE PRINT CONTACT NAME:		
AUTHORIZED SIGNATURE:	DATE:	

All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.

RETURN BID TO: Division of Purchases & Supplies
601 Lakeside Ave
Room 128, City Hall
Cleveland, OH 44114

Flatbed Scanner Specifications

Resolution: Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, flatbed)

Weight: 9.5 lb.

Supported operating systems: Windows 10 (32-bit/64-bit), Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit); Mac OS X Mavericks 10.9, OS X Yosemite 10.10

Warranty: One-year limited hardware warranty

Included Items: Scanner; Install Guide; HP Scan Software & Drivers CD; USB cable; Power adaptor; Power cords, Control panel

Specifications: 5 buttons (including Sleep/Power button); 7 LEDs (including Power, Error, Scan to which destination and Simplex/Duplex); Bit depth-24-bits external 48-bits internal; Maximum document scan size-8.5 x 122 in

Scan able media types: Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index);

Input type - Flatbed, ADF

Auto document feeder - Standard, 50 sheets

Connectivity - Hi-Speed USB 2.0

Dimensions (W X D X H) - 17.8 x 13.8 x 4.8 in.

Flatbed Scanner Specifications

*****Vendor Must Submit Product Brochure and/or Information with Bid*****

*****Please Note: If Submitting a Catalog Please Reference the Page & Item Number For Line Item*****

Manufacturer Name: _____

Item/Product Number: _____

Number of Days for Delivery after Award: _____

*****A Copy of the Warranty Must Be Submitted with Bid if Applicable*****

Manufacturer Warranty (Terms Must Be Clearly Defined "Std. Mfg. Warranty" - Will Not Be Accepted):
