

**St. Charles City County Library District**  
**Invitation for bid – Multifunction Printer Replacement**

**The St. Charles City-County Library is accepting bids pursuant to this Invitation for Bid from qualified businesses for the replacement of a Multifunction Printer at our Administration Offices.**

**BID OPENING: Friday, March 1 at 10:00 a.m.**

**LOCATION: District Administrative Office, 77 Boone Hills Dr., St. Peters, MO 63376.**

Completed bids in accordance with this Invitation for Bid, can be emailed, faxed or hand delivered to:  
Attention: Zach Campbell, Library Technology Coordinator, [zcampbell@stchlibrary.org](mailto:zcampbell@stchlibrary.org), Fax: 636-441-3132.

To protect the integrity of the Bid selection process, any questions concerning this Invitation for Bid, the Bid process or Bid specifications shall be emailed only to [zcampbell@stchlibrary.org](mailto:zcampbell@stchlibrary.org) in accordance with this Invitation for Bid.

A bidder shall complete the Bid as required in this Invitation for Bid.

The Library District reserves the right to reject any and all Bids and to waive formalities in the best interest of the Library District.

We are entertaining proposals for the following:

**Ricoh MP C6004EX Color Multifunction Printer/Copier with the following specifications:**

- 60 page per minute Color Copier
- Booklet Finisher
- 2/3 Hole Punch
- 4 Trays on line
- Integrated fax
- Standard Installation
- Customer Education
- Include service contract options

**All work must be scheduled through the Library Technology Coordinator**

- The District reserves the right to waive any irregularities in the bid process.
- All Bids must include removal and disposal of existing Ricoh machine.
- The District will take into account reliability, past work experience, references, estimated duration of the project and any other factors deemed in the best interest of the District.
- The District reserves the right to split awards, make multiple awards and to reject any and all Bids.
- The District is tax exempt - a certificate of tax exemption will be provided.
- The winning bidder will be required to provide E-Verification - proof of legal residence in this country for all employees on this job.
- The winning bidder shall be familiar with all codes, regulations, and standards governing the specified work, including but not limited to those for the County of St. Charles, Missouri. Any contradiction between the manufacturer's requirements and these specifications shall be brought to the attention of the manufacturer, the specifier and the Owner.
- This is a prevailing wage project. If you are not familiar with Missouri Prevailing Wage, please contact the Missouri Department of Labor. See attached applicable Annual Wage Order No. 25.

**Invitation for Bid - Timeline**

Invitation for Bid Issued	<b>Friday, February 15, 2019</b>
Deadline for questions related to the Invitation for Bid	<b>Wednesday, February 20, 2019</b>
Responses to questions answered and posted as an addendum to the website	<b>Monday, February 25, 2019</b>
Bids due	<b>Friday, March 01, 9:45 a.m.</b>
Public bid opening at the District Administrative Offices	<b>Friday, March 01, 10:00 a.m.</b>

## GENERAL INSTRUCTIONS TO BIDDERS

### 1.1 INSTRUCTIONS AS A PART OF THE ADVERTISEMENT FOR BIDS

- A. These Instructions to Bidders are a part of the advertisement for bids for the following technology project for the St. Charles City County Library District:

**Multifunction Printer Replacement at our Administration Offices**

- B. To be considered, all bids must be submitted in accordance with these Instructions to Bidders.
- D. The Owner reserves the right to reject any and all bids, and to waive any informalities, irregularities or omissions in any bid.
- E. Time for Bids to Remain Open:
1. Pricing to be guaranteed through to completion of installation.
  2. No bids may be withdrawn without the written consent of the Owner.

### 1.2 BIDS REQUESTED

- A. The Owner requests the following base bid:
1. Complete construction bids only, on a lump sum basis for all classes of work required by the contract documents for the project.
- B. Each bidder must also file:
1. Unit Prices as may be listed in the documents or as required by subsequent addenda.
  2. Alternate bids as may be listed in the documents or as required by subsequent addenda.

### 1.3 BID INCLUDES ALL COSTS

- A. The amount of each bid shall be deemed to include entire cost and expense of every item of labor and material necessary to complete the work bid upon, in full detail ready for use and occupancy; and the risk of all such costs and expenses shall be deemed assumed by the successful bidder. Bidders will not be given extra payment for conditions that could have been determined by examining the site and contract documents and reviewing published addendums on website.

### 1.4 INTERPRETATION OF DOCUMENTS

- A. Bidders contemplating submitting a bid for the proposed project who are in doubt to the true meaning of any part of the bidding documents shall submit to the Owner at least 1 week prior to the date for opening bids a written request for an interpretation. The bidder submitting the request shall be responsible for its prompt delivery.
- B. Requests for interpretation of the contract documents and any modifications of the contract documents will be made only by an Addendum issued by the Owner. A copy

of such addendum will be emailed or delivered to each entity receiving a set of the bidding documents.

#### 1.5 SITE CONDITIONS

- A. Bidders shall inform themselves of all conditions under which the work is to be performed, including the site of the proposed work, any obstacles that may be encountered thereon, and all other relevant matters concerning the proposed work
- B. All bidders must visit the site and examine the location of the work required to become fully aware of the nature and extent of the work required. Library Technology Coordinator must be contacted at 636-441-2300 to schedule a meeting to review.
- C. Each bid shall be deemed to include all costs and expenses in connection with all such conditions, obstacles and matters.

#### 1.6 SUBMISSION OF BID AND RELATED DOCUMENTS

- A. Each bid shall be submitted on the form included with the documents required. All information required on the bid form shall be filled in including the base bid amount. Alternative proposals, if required, unit prices, alternate prices, addenda bidder has incorporated, and any other data required on the form.
- B. Hand delivered bid documents shall be enclosed in sealed envelopes and clearly labeled as to their contents, the name of the project (**Invitation for Bid – Multifunction Printer Replacement at our Administration Offices**), the name of the bidder, and the time of the opening to guard against the premature opening of any bid document.

Bids shall be delivered to:

**Zach Campbell, Library Technology Coordinator  
St. Charles City-County Library District  
77 Boone Hills Drive  
St. Peters, MO 63376-2410**

- C. Bid Signatures
  - 1. Bids that are not signed by individuals making them shall have attached thereto a power-of-attorney evidencing authority to sign the bid in the name of the person for whom it is signed.
  - 2. Bids that are signed for a partnership shall be signed by all partners or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the bid a power-of-attorney evidencing authority to sign the bid, executed by the partners.
  - 3. Bids that are signed by a corporation shall have correct corporate name thereof and the signature of the president or other authorized officer of the corporation manually written below the corporate name following the word "By \_\_\_\_\_."
- D. Modification or Withdrawal of Bid:
  - 1. Any bidder may withdraw his bid at any time prior to the scheduled time for the receipt of bids.

2. Bids may be modified any time prior to the scheduled time for receipt of bids.

#### 1.7 UNIT PRICES

- A. Bidders shall quote unit prices as outlined in the project documents, which will apply in the event addition to, or deduction from, the work to be performed under this contract are required. The unit prices shall include all incidental items, such as use of tools, scaffolding, equipment, contractor overhead and profit, taxes, insurance, etc. All quantities will be determined by measurements in place.
- B. The right is reserved to reject any and all unit prices that are considered excessive or unreasonable.

#### 1.8 APPLICATION FOR PAYMENT

- A. Invoices shall reflect percentage complete as verified by the Owner. The amount of invoices shall not exceed ninety (90%) percent of the labor and materials values of the work accomplished. The Owner will not pay for materials shipped to the job site. Approval of any progress payments will be at the discretion of the Owner. The Owner reserves the right to determine any additional amounts of retainage.

#### 1.9 MISSOURI SALES AND USE TAX

- A. The Missouri Sales and Use Tax will not apply to the purchase of materials under this Contract by the Owner from the Contractor to that effect. A tax exempt letter will be provided to the contractor (Form 5060 Missouri Department of Revenue Project Exemption Certificate).

#### 1.10 WAGE RATES

- A. The required prevailing wage rate for St. Charles County shall be adhered to in accordance with Section 290.210 to 290.340 V.A.M.S, The Division of Labor Standards in performing work of this contract. The law provides that not less than the prevailing hourly wages determined by the Division shall be paid by a Contractor and or Subcontractor.
  - 1. Before work can begin on the project, the Library District will send a PW-2 "prevailing wage project notification contractor information notification" which lists the successful bidder (contractor and any subcontractor). The successful bidder will be notified by the Library District when the notification requirement has been fulfilled.
  - 2. The successful bidder shall post a copy of the applicable wage order on each Library District Location where it is to remain until the project's completion.

3. The successful bidder (contractor and subcontractors) must provide records of wages paid to all workers employed on the project for verification.
4. Before final payment is made the successful bidder (general contractor and subcontractors) must file a PW-4 "Affidavit of Compliance." The affidavit must state the party has fully complied with Missouri Prevailing Wage Law. NO final payment will be made until the compliance has been verified.

**END OF INSTRUCTIONS FOR BIDDERS**

**BID PROPOSAL FORM**

**Invitation for bid – Multifunction Printer Replacement at our Administration Offices**

**(If bid is not submitted on the following bid forms, it will be rejected)**

Bidder shall utilize the following form. Please fill in all items.

**Bidder Name:** \_\_\_\_\_

The undersigned declares that he has carefully examined the instructions and specifications and will furnish the items as specified for the price set forth in this bid.

The undersigned has checked carefully the bid figures and understands that he shall be responsible for any errors or omissions in this bid offer and is in receipt of all addenda as issued.

Addendum \_\_\_\_\_ through \_\_\_\_\_ .

It is understood and agreed that all items bid, will be delivered F.O.B. Pricing to be guaranteed through to completion of project. It is further understood and agreed that the St. Charles City County Library District (Owner), reserves the right to accept or reject any part of the completed bid and to waive any informality in the bid process. It is also understood that the St. Charles City County Library District requires that the work under said contract be completed in a timely manner without interruption and that by submission of a bid, the undersigned agrees to all terms and provisions set forth in the Specifications.

**Submit bid as follows:**

1. Base bid for copier, installation and proposed service pricing.

2. Bid must include all costs for all, machinery, lifts, electrical, disposal and labor.
3. Bidder must submit a projected installation date

By signing and submitting this bid, the bidder certifies that said guarantee from manufacturer will be furnished. In the event that the required manufacturer's warranty/guarantee cannot be provided, the contractor's bid will be rejected.

By signing and submitting this bid, the bidding contractor will identify the number of workdays anticipated for full completion and final sign-off for this project. Weather delay days will be exempt.

**Pricing:**

- **New Copier Model #**  
\_\_\_\_\_
- Estimated Date of Install: \_\_\_\_\_
- **Pricing:** \_\_\_\_\_

COMPANY: -  
\_\_\_\_\_

ADDRESS:  
\_\_\_\_\_

PHONE #:  
\_\_\_\_\_

FAX #: -  
\_\_\_\_\_

EMERGENCY PHONE #:  
\_\_\_\_\_

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

SIGNATURE & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**END OF BID FORM**