



City of Rochester Hills  
Request for Quotation  
ValueJet large format Printer  
RFQ-RH-08-017

Dated January 30, 2008: The City of Rochester Hills is accepting quotations for the one-time purchase of Mutoh ValueJet Printer Model 1304-54”.

Unit prices are requested FOB destination City of Rochester Hills, Department of Public Service, 511 East Auburn Road, Rochester Hills, MI 48307.

**Quality Assurance**

The bidder represents that all equipment offered under this specification shall be new. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

All parts not specifically mentioned which are necessary for the equipment to be complete and ready for operation or which are normally furnished as standard equipment shall be furnished by the vendor. All parts shall conform in strength, quality and workmanship to the accepted standards of the industry.

All repair parts must be readily available through the manufacturer.

**Specifications**

Companies are to bid on the following product as specified. Part numbers/Model numbers listed are to assist in the bidding process.

One (1) Mutoh ValueJet Printer Model 1304-54” Large Format Printer.

- Maximum media width 53.97”
- Maximum print width 52.6” bi-directional and 53.35” uni-directional
- Print Method: Drop on Demand Piezo Drive
- Eco-Solvent Ultra Ink
- Automatic take up roll system
- Ink reservoir capacity: 220 ml per color with 4 ink reservoirs
- Print speed up to 145 square feet per hour in production mode

**Manuals**

Manual(s) containing illustrated parts list(s), operating and service instructions for the unit shall be delivered with each unit. The manual(s) shall be as detailed as possible outlining all necessary service and operating instructions for each unit delivered. Parts list(s) shall cover all components of the unit. Each part shall be identified by part number and description and component location. Necessary warning and safety precautions shall be included.



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**Warranty**

The unit of equipment shall be warranted against defects in material and workmanship for a period of not less than 12 months. If the manufacturer's standard warranty exceeds 12 months, then the standard warranty period shall be in effect. The Vendor shall furnish manufacturer's warranty to the Department of Public Service at time of delivery.

**Specifications; Brand Names or Equal**

Specifications are provided to identify the products/service required and to establish an acceptable quality level. Bids on products of equal quality and usability will normally be considered unless otherwise stated. The City will be the sole judge in determining "equals" in regard to quality and performance.

A brand name or equal specification means that the brand name is for the purpose of describing the standard of quality, performance and characteristics desired. Unless otherwise specified, information to address equivalent substitutes in brand name or equal descriptions must include published information, such as brochures, descriptions or other information made available in the general course of the vendor's business, that demonstrated equivalent functionality in terms of significant (or other specified, e.g. form, fit or function) performance characteristics; similar duration and scope of warranty protections; comparable experience with the same, similar, or predecessor product line; and an adequate period (or minimum period specified in the solicitation) of customer support. The determination of whether a proposed substitute is acceptable is totally within the discretion of the City.

Bidders are cautioned that any alternate bid, unless requested by the Purchasing Division, or any changes, insertions or omissions to the terms and conditions, specifications or any other requirements of this quote, may be considered non-responsive, and at the option of the City of Rochester Hills, may result in rejection of the quote.

Examples shown are listed to indicate the type and class of equipment desired. Bidders are cautioned to read the specifications carefully, as there may be special requirements not commonly offered by the equipment manufacturer. Bidders are cautioned that any units delivered to the F.O.B. point which do not meet the specifications in every aspect, will not be accepted.

Vendors may be required to furnish samples and other information necessary to provide the City with information sufficient to evaluate the price, acceptability of product, equivalency of substitutes in brand name or equal descriptions, or other factors being considered in the evaluation of the quotes.

The City may, but is not required to contact bidding vendors to obtain additional or missing information and to clarify aspects of the bid as deemed necessary to determine the acceptability of the bid. The City may reject as unacceptable bids from vendors that do not provide sufficient information to permit the City's evaluation, or quotes that do not meet the minimum requirements of the solicitation.



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The vendor shall furnish the products and/or services in strict accordance with the specifications and at the price set forth for each item. All products quoted shall be newly manufactured and of the manufacturer's current model, unless otherwise specified.

**General Requirements**

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Prices quoted shall not include Federal or State taxes. The City will furnish the successful bidder with tax exemption certificates upon request.

The City of Rochester Hills reserves the right to reject any and all quotes and to waive any defect or irregularity in quotes. The City reserves the right to accept any separate item in the quote; and to accept the quote that in the opinion of the City is to the best advantage and interest of the City based on price, availability and service.

The City may modify the QUOTE prior to the deadline for submission of proposals by issuance of an addendum to all parties who have been furnished the Bid for proposal purposes. The City of Rochester Hills officially distributes bid documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Division or the MITN System are guaranteed access to receive addendum information, if such information is issued. The first step to do business with the City is to become a registered vendor by visiting the City website at [www.rochesterhills.org](http://www.rochesterhills.org), click on **City Services, Purchasing, Bid Opportunities** and **link to MITN website**. Final bid results will be posted on the MITN website after award.

The City of Rochester Hills reserves the right to split or abstract any or all quotes and award multiple contracts from the same bid when in its judgment it best serves the City of Rochester Hills.

Any deviations from the specifications must be noted in the quote.

The City reserves the right to waive any informalities or immaterial omissions or defects not involving price, time or changes in the work. In the case of error in the extension of prices or other arithmetic error in the quote, the unit price shall govern.

All bid prices shall remain in effect for at least one hundred and twenty (120) days from the date of the bid opening or the award, whichever comes first, except for the successful proposer whose prices are to remain firm through product installation and acceptance by the city.



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No Quote will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Rochester Hills upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City of Rochester Hills.

**Submission of Quotations**

Each proposer must use the attached quote form and specifications to submit their quote. Quotes shall be in conformance with and subject to the instructions in the quote documents. The quote form must be completed entirely. If you are interested in providing a quotation, please fill in the following information and fax or mail back no later than the due date of: **February 13, 2008 at 5:00 p.m. E.S.T.** All questions and quotations should be directed to the attention of: Lisa Cummins, Purchasing Analyst, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309, Phone 248/841-2537 or Fax 248/608-8178.

**Questions** are to be directed to Lisa Cummins, Purchasing Analyst, Phone: 248/841-2537, Fax: 248/608-8178 or email cumminsl@rochesterhills.org; questions regarding the proposal **must be made in writing prior to February 6, 2008 at 11:30 a.m. E.S.T.**, at which time a response will be prepared and forwarded to all vendors as an amendment, or an addendum to the quotation, if such information would be of significance to uninformed proposers. Questions received after the date and time above will not be considered. Only the person designated above is authorized to seek additional information from prospective firms regarding their Quote. Correspondence or inquiries made directly to firms regarding their Quote from other persons are to be directed to the employee designated above for appropriate review and response.

**Changes and Addenda**

Each change or addendum issued in relation to this quote will be on file in the Purchasing Division and posted on the MITN system.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all bidders shall be bound by such changes or addenda. Addendums will be posted on the MITN system.

**Award**

The quote will be awarded to the responsible, responsive bidder whose bid conforming to this solicitation will be most advantageous to the City, price and other factors considered. The City reserves the right to evaluate compliance with the specifications.



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**Hold Harmless**

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills against any and all claims, demands, suits, or loss, including all costs and attorney fees, connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

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(Contractor Signature)

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Company Name (Printed)

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(Dated)



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**QUOTE FORM**

**General Specifications and Cost Proposal**

1. Description: Mutoh Large Format Printer  
Model: ValueJet 1304 54”  
Quantity: 1

Unit Price: \$ \_\_\_\_\_  
Installation (set-up, training and testing) \$ \_\_\_\_\_  
Specification met exactly \_\_\_\_\_ Yes \_\_\_\_\_ No

**Total Cost proposal of Mutoh ValueJet 1304 54” Printer \$ \_\_\_\_\_**

**\*Unit Price shall be inclusive of shipping/delivery**

**Optional Items and Additional Equipment**

Please ITEMIZE and EXPLAIN the following optional accessories and additional services for the City’s consideration:

Extended warranty costs \$ \_\_\_\_\_ per \_\_\_\_\_

The extended warranty covers: \_\_\_\_\_

Can you provide maintenance service? \_\_\_\_ Yes \_\_\_\_ No

If yes, cost: \$ \_\_\_\_\_ and provide sample Maintenance Contract (Y/N) \_\_\_\_\_

Annual printer cleaning \$ \_\_\_\_\_

Can you provide repair parts? \_\_\_\_ Yes \_\_\_\_ No

Please provide the name and location of the nearest parts and service location:  
\_\_\_\_\_

Can you provide supplies for printer? (i.e. ink cartridges, media) \_\_\_\_ Yes \_\_\_\_ No

If yes, please list supplies and pricing:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____



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Additional items available not listed above:

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State days to deliver from receipt of order: \_\_\_\_\_

A. If equipment does NOT meet specifications EXACTLY Bidder MUST provide with this quote the latest printed specifications and advertising literature on the unit. \_\_\_\_\_

B. Bidder shall submit with this quote written terms and conditions of all standard and available extended warranty coverage for the equipment. \_\_\_\_\_

C. Freight of unit(s), and all associated items shall be F.O.B.: \_\_\_\_\_  
City of Rochester Hills  
Department of Public Service  
511 East Auburn Road  
Rochester Hills, MI 48307

D. State payment terms of proposal including prompt payment discount or late payment penalty (if any): \_\_\_\_\_

**COMPANY INFORMATION**

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE'S NAME: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Material/Services Prices Guaranteed Per Stated Above: \_\_\_\_\_ Yes \_\_\_\_\_ No

**CITY OF ROCHESTER HILLS**  
**1000 Rochester Hills Drive**  
**Rochester Hills, MI 48309**  
**248-841-2536/2537/2538/2539**  
**Fax 248-608-8178**

**TERMS AND CONDITIONS**

1. The right is reserved to cancel this order if not filled within the time and in accordance with the terms specified.
2. Invoices, Bills of Lading, Shipping Documents and all correspondence relating to this order must show the Purchase Order Number.
3. The prices indicated on this order are not subject to change without written notification in advance.
4. All shipments must be accompanied by Packing Slips and containers properly marked with Purchase Order Number, Invoice Number, etc. No charges will be allowed for boxing or packing unless agreed herein.
5. Acceptance of this order includes specifications, prices, delivery and conditions included herein. Material is subject to inspection on our property. If rejected, we agree to first advise Vendor before returning goods. All freight and extra handling charges derived from any rejection shall be borne by the Vendor.
6. Purchase Order is subject to correction of typographical errors.
7. The City of Rochester Hills is a Michigan Municipal Corporation and as such is exempt from Federal Excise and Michigan Sales Taxes.
8. All orders are F.O.B. destination, unless otherwise indicated.
9. To the fullest extent permitted by law, the Vendor agrees to defend, pay in behalf of, indemnify, and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.
10. The supplier shall carry insurance as follows: 1) Workers Compensation in accordance with all laws of the State of Michigan; 2) Commercial General Liability insurance, including contractual liability, products and completed operations, and independent contractors coverages, and 3) Vehicle Liability insurance, including Michigan No-Fault coverages, covering all owned, non-owned and hired vehicles. Certificates of insurance for all coverages shall be furnished to the City of Rochester Hills upon request. Limits of liability shall be determined solely by the City of Rochester Hills.
11. Invoice this order promptly and separately.
12. For all applicable items, Material Safety Data Sheets must be shipped with each product.
13. The Purchase Order number shall appear on all invoices and shippers associated with the Purchase Order.
14. The Terms and Conditions on the front and reverse side of this purchase order are the only Terms and Conditions that will be accepted by the undersigned and no other terms and conditions will be accepted.
15. The Supplier on this Purchase Order will provide guaranteed, certified delivery.



## INSURANCE REQUIREMENTS APPENDIX A

Submit a Certificate of Insurance prior to the issuance of a purchase order meeting the minimum limits of liabilities as outlined. Certificate of Insurance shall have language the same as that shown in example. All insurance carriers must be acceptable to the City and licensed in the State of Michigan.

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. New certificates shall be delivered to the City in the same format as outlined in the SAMPLE certificate attached.

The Vendor shall not allow for any lapse of insurance coverage in the amounts shown in Appendix A. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

1. Workers' Compensation Insurance: The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance: The Vendor shall procure and maintain during the life of the blanket purchase order, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations Liability; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
3. Products and Operations Liability:  
The Contractor shall provide such Products and Completed Operations Insurance as shall protect Contractor from liability arising out of the Contract and including those products involved in the work for which Contractor is responsible.
4. Motor Vehicle Liability: The Vendor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
5. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds: "The City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess."

6. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Sixty (60) days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309."
7. If any of the above coverages expire during the term of the contract, the Vendor shall deliver renewal certificates and/or policies to the City of Rochester Hills at least ten (10) days prior to the expiration date.

PRODUCER

ABE INSURANCE AGENCY  
123 MAIN STREET  
SOMEWHERE, U.S.A.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

- COMPANY A MAJOR INSURANCE COMPANY
- COMPANY B
- COMPANY C
- COMPANY D

INSURED

DEF CONSTRUCTION COMPANY  
456 MAIN STREET  
SOMEWHERE, U.S.A.

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	123456789	00-00-2000	00-00-2000	GENERAL AGGREGATE \$ 000,000 PRODUCTS - COMP/OP AGG \$ 000,000 PERSONAL & ADV INJURY \$ 000,000 EACH OCCURRENCE \$ 000,000 FIRE DAMAGE (Any one fire) \$ 00,000 MED EXP (Any one person) \$ 0,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	234567890	00-00-2000	00-00-2000	COMBINED SINGLE LIMIT \$ 000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	123456789	00-00-2000	00-00-2000	EACH OCCURRENCE \$ 000,000 AGGREGATE \$
A	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL	345678902	00-00-2000	00-00-2000	STATUTORY LIMITS EACH ACCIDENT \$ 000,000 DISEASE - POLICY LIMIT \$ 000,000 DISEASE - EACH EMPLOYEE \$ 000,000
	OTHER				

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Additional Insured: General Liability & Vehicle Liability: The City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess.

CERTIFICATE HOLDER

CITY OF ROCHESTER HILLS  
1000 ROCHESTER HILLS DRIVE  
ROCHESTER HILLS, MICHIGAN 48309

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ~~SEND BY MAIL~~ 60 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BUT FAILURE TO MAKE SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY ON THE PART OF THE COMPANY OR ITS AGENTS OR REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE

(SIGNED)