



**Warren County Board of Education
Administrative Offices
2548 Morrison Street
McMinnville, Tennessee 37110**

**John R. (Bobby) Cox, Ed. S.
Director of Schools**

**Telephone: (931) 668-4022
Fax: (931) 815-2685**

NOTICE TO BIDDERS

Sealed bids, subject to the conditions contained herein, will be accepted by the Warren County Financial Management Committee at the Warren County Administrative Building, Office of the Finance Department, 201 Locust Street, Suite 2, McMinnville, Tennessee, 37110, up to but no later than 10:00 A.M. Central Time on September 26, 2013 and then publicly opened and read for a copier for the Warren County School System.

For more information regarding bids, please contact Warren County Schools, Teacher Center Director Shirley Hildreth at 931-668-4022 ext. 278 or Warren County Finance Director Linda G. Hillis at (931) 473-2381 ext. 1001.

The Warren County Financial Management Committee reserves the right to accept or reject any or all bids, to accept or reject any item thereon, to waive any irregularities in the bid or bidding and/or to abandon or postpone this project without any obligation to bidders. The Warren County Financial Management Committee will act as sole judge of the merit and qualifications of vendors and materials offered and accept whatever bid deemed to be in the best interest of Warren County. No bidder may withdraw their bid for a period of sixty (60) days after date set for opening of bids. The Financial Management Committee reserves the right to increase or decrease quantities.

In case of tie bids, Warren County, Tennessee reserves the right to negotiate with bidders.

By submission of this bid, the vendor agrees to all terms and condition stated therein.

No bids may be sent via e-mail or fax.

Employees of the selected contractor must have a sexual predator background check performed prior to entering any Warren County school grounds as per Tennessee Code Annotated Section 49-5-413.

Bids will be awarded accordingly as prescribed by law, which states "lowest and best." A Supreme Court ruling states that the discerning of best lies solely on those requesting the bid and not the bidder. No bidder may withdraw their bid for a period of sixty (60) days after date set of opening of the bids.

PUBLIC NOTICE
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Bids must be received by September 26, 2013 at 10:00 A.M. Central Time to be considered.

Please return sealed bids to: Warren County Financial Management Committee
C/O Warren County Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

Pursuant to T.C.A. § 50-9-114, Warren County, Tennessee has adopted a Drug & Alcohol Testing Program and is required to include this information in our bid specifications. Warren County, Tennessee requires Alcohol and Controlled Substances testing for Safety-Sensitive Positions as required by the Federal Omnibus Transportation Employee Act of 1991 and related United States Department of Transportation rules and regulations set forth in 49 CFR Federal Regulations Parts 40 and 382. BIDDERS MUST SUBMIT AN AFFIDAVIT THAT THE BIDDER OPERATES A DRUG AND ALCOHOL TESTING PROGRAM WITH REQUIREMENTS AT LEAST AS STRINGENT AS THAT OF THE PROGRAM OPERATED BY WARREN COUNTY, TENNESSEE.

Bid Standard: Minolta BizHub C224e, or comparable.

Copiers that will Copy-Print-Scan-Fax

Copier with finisher (stapler, 3 hole punch, booklet making finisher)

All equipment must be new; no refurbished equipment will be accepted.

At minimum:

22 ppm black/white

22 ppm color

1150 sheet paper supply

Duplex printing

Enlarge/reduce printing

Awarded bidder will install, set up and train. Networking and programming will also be done by awarded bidder. Equipment must be in perfect running order. All setup will be done by awarded bidder who will also be responsible for removing debris.

Price per copy for black/white and color will include service, toner, and replacement parts. School system will be responsible for labor and operating supplies. (Excludes staples and paper)

2 hour guarantee service response time.

One year warranty.

Contract renewal will be from year to year.

Copier
Date:
Time:

Firm Name _____

Address _____

City/State/Zip _____

Phone Number _____

Print Name _____

Authorized Signature _____

E-mail address _____

Brand _____

Total price \$ _____

All Black/white impressions billed @ \$ _____

All color impressions billed @ \$ _____

Freight/handling charge \$ _____

Additional Comments: