

**CITY OF SAN LEANDRO**  
**REQUEST FOR QUOTATION**

<b>SUBMIT BID TO:</b> City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	<b>FOR FURTHER INFORMATION CALL:</b> Darryl Sweet Purchasing Supervisor TEL (510) 577-3376 FAX (510) 577-3312 dsweet@ci.san-leandro.ca.us
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<b>BID NO:</b> 02-03.039	<b>DATE MAILED:</b> July 3, 2003	<b>THIS BID MUST BE DELIVERED TO THE CITY BEFORE:</b> 3:00pm, Thursday, July 24, 2003
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
See bid form	<p style="text-align: center;"><b>Hewlett-Packard Printers for Various City Departments</b></p> <p style="text-align: center;"><b>Notice to Bidders</b></p> <p>Provide Hewlett-Packard printers as required by the City of San Leandro.</p> <p>The City of San Leandro requests competitive sealed bids for the HP printers listed below. Bids must be for all items. Award will be to a single vendor.</p> <p>The printers must be in new and unused condition and delivered in manufacturer's packaging or crating. Delivery must be in full and invoice in full as well. No partial deliveries will be accepted, and no partial payments will be made.</p> <p>Instruction books must accompany each printer. Standard power cords and connection cables are to be included with each unit. Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted. The City reserves the right to waive minor variations in specifications bid.</p> <p>HP Printers required:</p> <ul style="list-style-type: none"> <li>• One (1) 4200n</li> <li>• Three (3) LaserJet 2300dtn</li> <li>• Twenty-three (23) LaserJet 2300dn</li> <li>• Three (3) LaserJet 1000</li> <li>• Four (4) LaserJet 2200dtn</li> <li>• One (1) 3000n</li> </ul> <p>Do not include sales tax in your bid. Apply sales tax to your invoice. Sales tax of 8.25% will appear on the purchase order and be remitted with invoice payment.</p> <p>State your earliest delivery date as requested. This date may be an important factor in award determination. (next page)</p> <p>Sealed bids shall be received at the Purchasing Office, City Hall, 835 E. 14<sup>th</sup> Street, San Leandro, CA up to <b>3:00 p.m., on Thursday, July 24, 2003</b>, at which time they will be publicly opened and read.</p>		Please see the bid form.

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

The award will be made to the lowest responsible bidder whose bid complies with the specifications in a manner satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, or to waive any informality or minor irregularity in the bids.

The specifications for this bid, as well as bidder's response, are hereby made available to other agencies that have proper authority to utilize cooperative purchasing agreements in the State of California.

Payment shall be within 30 days following acceptance of bid items.

- Delivery shall be **FOB DESTINATION** (San Leandro City Hall)
- There shall be no charge(s) for delivery of bid items.
- Cash Discount of \$ \_\_\_\_\_ in \_\_\_\_\_ days

To bid, complete and return a copy of the Request and the other required forms, sealed in the enclosed envelope. The envelope shall be marked with the project name and bid number. The bid must be received by the date and time shown in order to be considered. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

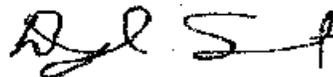
**Delivery shall be to:**  
**City Hall**  
**835 E. 14<sup>th</sup> Street**  
**San Leandro, CA 94577.**

Firm \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_

By (Signature) \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name: \_\_\_\_\_



\_\_\_\_\_  
Darryl Sweet  
Purchasing Supervisor

**HP Printers for Various City Departments**  
**Bid 02-03.039**

BID FORM

QUANTITY	MODEL	UNIT PRICE	EXTENDED AMOUNT
1	HP 4200n	\$	
3	HP LaserJet 2300dtn	\$	
23	HP LaserJet 2300dn	\$	
3	HP LaserJet 1000	\$	
4	HP LaserJet 2200dtn	\$	
1	HP 3000n	\$	
		<b>TOTAL BID</b>	\$

Earliest date for delivery-in-full: \_\_\_\_\_

Warranty: \_\_\_\_\_

City of San Leandro will verify all addition and award to the lowest responsible bidder.

Bidder company name: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_