



City of Alcoa Purchasing

223 Associates Blvd., Alcoa, Tennessee 37701

(865) 380-4700 FAX (865) 380-4797

REQUEST FOR BID

The City of Alcoa will be accepting sealed bids for A Three Year Lease for City Printers/Copiers until 2:00 p.m., Tuesday, March 10th, 2026 at the office of the Alcoa Purchasing Agent, 223 Associates, Blvd., Alcoa, Tennessee, 37701.

Bids may be submitted via U.S. Mail / UPS / FedEx, etc., hand delivered, or e-mailed to coasealedbid@cityofalcoa-tn.gov. Regardless of the mode, the Bidder shall be responsible for the early delivery of their bid. Mailed or hand-delivered bids should be in a sealed envelope and labeled "A Three Year Lease for City Printers/Copiers, RFB 25112, Bid Enclosed". The subject line of e-mailed bids shall state the same. Bids received after the deadline will be unopened and discarded.

Bids shall be addressed to:

City of Alcoa Purchasing
Attn. Ashley Hardyn, Purchasing Manager
223 Associates Blvd.
Alcoa, TN 37701

All purchases are F.O.B. City of Alcoa, TN.

The City reserves the right to accept or reject any bid, to accept a bid containing variations from these specifications if the bid so merits, to negotiate bid with the lowest bidder prior to acceptance, and to accept partial bids. Bids must be submitted on the form issued by the City and must be completed (in ink) and signed accordingly.

The City of Alcoa reserves the right to waive any formality in any solicitation, to reject any or all bids, and to accept the best bid for the City as determined by City Officials. The City also reserves the right not to enter into any contract as a result of this RFB.

Questions regarding this solicitation may be directed to Ashley Hardyn, Purchasing Manager, via telephone (865) 380-4822 or e-mail awagner@cityofalcoa-tn.gov. Any questions regarding this RFB shall be submitted no later than 48 hours prior to the bid deadline.

This solicitation has been developed in accordance with Title VI of the Civil Rights Act of 1964 which provides that no person shall, on the grounds of race, sex, age, national origin, or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Thank you in advance for your interest in doing business with the City of Alcoa.

Sincerely,

Purchasing Agent

EXCELLENCE IN SERVICE - QUALITY OF LIFE

www.cityofalcoa-tn.gov

**CITY OF ALCOA
INSTRUCTIONS TO PROPOSERS**

Proposal Evaluation

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- A. The Vendor's experience, reputation, efficiency, judgment, and integrity.
- B. The quality, availability and adaptability of the requested products or services.
- C. The Vendor's ability to provide future maintenance and/or services.
- D. Any other applicable factors as the City determines necessary and appropriate (which may be requested by the city prior to award).

Award of Contract

The City holds the right, in its judgment, to award the contract to the vendor(s) which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in whole or in part on the evaluation noted above. No submittal shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the City of Alcoa.

Laws, Permits and Regulations

The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations, or other requirements, she/he shall promptly notify the City of Alcoa in writing.

Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City. The Vendor is advised that if in the event appropriated funds are legitimately unavailable for this product in successive fiscal years, such purchase orders resulting from this bid are null and void.

Cooperative Purchasing

Unless stated otherwise, vendor agrees that it shall be permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.

Iran Divestment Act

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.



**STATE OF TENNESSEE
IRAN DIVESTMENT ACT CERTIFICATION**

SUBJECT CONTRACT NUMBER(S):	
CONTRACTOR LEGAL ENTITY NAME:	
EDISON SUPPLIER IDENTIFICATION NUMBER:	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

CONTRACTOR SIGNATURE

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

PRINTED NAME AND TITLE OF SIGNATORY

DATE



STATE OF TENNESSEE
NON-BOYCOTT OF ISRAEL CERTIFICATION

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Signature of Authorized Representative	Date
Printed Name	Phone Number / Email Address

SCOPE:

The City of Alcoa is seeking a new 3 year lease for the below listed printer/copies. Listed below is what we currently have. The brand and model listed is just a reference to clarify specifications required. The city is open to equivalent models. Lease maturity dates are included in a separate excel file.

- 26 HP LaserJet Pro M501dn or Equivalent
- 2 HP Laser Jet Pro E50145 or Equivalent
- 6 Konica Minolta Bizhub 5000i or Equivalent – MUST Print Half Sheets
- 2 Konica Minolta B4052 or Equivalent
- 2 Konica Minolta C300i or Equivalent
- 3 Konica Minolta C250i or Equivalent

****Lease MUST include free service calls and automatic ink refills to be considered****

DELIVERY:

Our current leases expire over a ten month period from March-December. The printers/copiers are located at five different locations and would need to be delivered accordingly

- 3545 Central Park Blvd LOUISVILLE, TN 37777
 - (1) Konica Minolta B4052 or Equivalent
- 271 Joule St Alcoa, TN 37701
 - (1) Konica Minolta B4052 or Equivalent
- 240 Long Powers Rd Friendsville, TN 37737
 - (1) Konica Minolta C300i or Equivalent
- 725 Universal St Alcoa, TN 37701
 - (1) Konica Minolta C300i or Equivalent
 - (6) HP LaserJet Pro M501dn or Equivalent
- 223 Associates Blvd Alcoa, TN 37701
 - (20) HP LaserJet Pro M501dn or Equivalent
 - (6) Konica Minolta Bizhub 5000i or Equivalent
 - (2) HP Laser Jet Pro E50145 or Equivalent
 - (3) Konica Minolta C250i or Equivalent

BID SCHEDULE:

	Leased Price/Mo
26 HP LaserJet Pro M501dn or Equivalent	
2 HP Laser Jet Pro E50145 or Equivalent	
6 Konica Minolta Bizhub 5000i or Equivalent – MUST Print Half Sheets	
2 Konica Minolta B4052 or Equivalent	
2 Konica Minolta C300i or Equivalent	
3 Konica Minolta C250i or Equivalent	

Company Name

Company Address

Bidder's Authorized Representative

Representative's Signature

Date

Telephone