

File No. 8450 - Sale of Used Formax FD 6400 Folder/Inserter – Thursday, March 21, 2019 @ 11:00 AM

Elizabeth Unger, Purchasing Agent
795 Massachusetts Ave.
Cambridge, MA 02139

The undersigned submits this sealed bid to purchase from the City a **Sale of Used Formax FD 6400 Folder/Inserter**, as described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **Thursday, March 7, 2019** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **Thursday, March 21, 2019**.

The bid may be downloaded from the City's web site: cambridgema.gov/departments/purchasing, Current Bid Opportunities, View Invitation for Bids, File No. 8450.

Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted.

The envelope containing the bid must be labeled: "This sealed envelope contains a bid for the **Sale of Used Formax FD 6400 Folder/Inserter, opened at 11:00 A.M. on Thursday, March 21, 2019. The bid and all documents submitted with it are public records.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. **"The submitted bid must be without conditions, exceptions or modifications to the bid document". The City will not accept a bidder's terms & conditions.**

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B.

Confidentiality and Public Record Law

All bids or other materials submitted by the vendor in response to this invitation to Bid will be open for inspection by any person in accordance with the Massachusetts Public Record Law.

Scope

The undersigned hereby purposes to purchase one **Used Formax FD 6400 Folder/Inserter** from the City of Cambridge in accordance with the following terms.

All interested bidders are invited to call Irene Giannopoulos at 617-349-4223 to view the machine.

An award will be made to the highest bidder for the Folder/Inserter. The City reserves the right to reject all bids if the City considers the bids received are unreasonably low. Minimum starting bid of \$4,500.00.

Upon notification of award, the successful bidder must forward a **certified check within ten days** made payable to the City of Cambridge for the amount of the award. Please mail checks to the following address:

City Hall
Purchasing Department
795 Massachusetts Ave
Cambridge, 02139

The successful bidder must finalize the purchase and remove the item (or items) at the bidder's own expense **within 14 working days from the date of the notice of award**, excluding Saturdays, Sundays and Holidays.

