



CITY OF SOUTH PORTLAND

Invitation to Bid

DIGITAL COPIERS

Sealed bids for furnishing a Digital Copiers to the City of South Portland, Maine as specified below and in the attached proposal, will be received by the City Purchasing Agent, Room 102, City Hall, 25 Cottage Road, South Portland, Maine, 04106, until 2:00 P.M., Wednesday, April 9, 2008 at which time they will be publicly opened and read aloud. Proposals received after above stated date and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #64-08 for Digital Copiers" and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order and shall be F.O.B., various city locations.

The City is requesting bids with and without trade-ins and will select the bids it deems to be in its best interest to select.

Questions regarding the specifications may be directed to Colleen Selberg at 207-767-7608.

All equipment offered on this bid shall be **brand new and will be the latest type available**, like new, refurbished or rebuilt will **not** be acceptable. Bidder will state in his bid the name and model number of the equipment he is offering and will include with his bid a catalog or brochure marked to indicate the standard factory equipment of the model on which he is bidding.

Bidder must attach a separate sheet to his bid listing any deviation from the minimum specifications shown. If no attachment is provided it will be assumed that the item being bid meets the minimum specifications.

If the equipment offered by a bidder under the attached specifications meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it shall be determined by the City that these minor variations from the specifications do not prevent the equipment being bid from performing as satisfactorily or from being as good as equipment fully meeting these specifications, then these minor variations from the specifications may be waived by the City, if it deems it to be to its advantage, and the equipment with the waived variations in specifications will be accepted as fully meeting these specifications.

The award of this bid will be based on the net price plus the maintenance cost for three years. Maintenance cost per copy must remain at a fixed rate for the three-year period. Maintenance cost to be paid by City monthly in arrears.

Since a prompt delivery is needed, delivery time as well as price may be made a factor in determining the award of this bid.

The City may require a demonstration before the award can be made. The successful bidder shall furnish training as necessary for City employees.

With your bid, you must submit proof from the Secretary of State's office that your foreign corporation, limited liability Company, limited partnership and or limited liability partnership is qualified in the State of Maine.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy.

All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

Mailing address: P. O. Box 9422 South Portland, ME 04116-9422
Telephone (207) 767-3201 Fax (207) 767-7620

PROPOSAL

The UNDERSIGNED hereby proposes to furnish and install **New Copiers** to the City of South Portland, Maine, in accordance with the attached Invitation to Bid as specified below, and at the following price and delivery time:

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
1	1	<u>Digital Copier, networked for the City Clerk's Office, 25 Cottage Road with the following features:</u> Basic Features to include copy, print, and scan <u>Yes/No</u> # <u>50+ PPM (please indicate copy speed)</u> <u>10/100/1000 NIC (Network Interface Card) TCP/IP</u> <u>Standard memory: 64 MB minimum</u> <u>Image resolution for copying and printing: 600 DPI, 256 colors gray scale</u> <u>Reversing automatic document feeder (Capacity/Paper Weights: 50/13 to 29 lbs.)</u> <u>Paper feed size: 4"x 6" to 11"x 17"</u> <u>Booklets</u> <u>Groups</u> <u>Book copying</u> <u>Transparencies</u> <u>Collate</u> <u>Automatic duplexing unit (Capacity/Paper Size: 100-sheet/8 1/2 x 11 to 11 x 17)</u> <u>Automatic multi-position stapler</u> <u>3-hole punch</u> <u>20 bin min. stapler sorter (Bins/Stapling Capacity: 50/25 sheets per set)</u> <u>Maximum original size: 11 x 17</u> <u>Minimum copy size: 4 x 6</u> <u>Maximum copy size: 11 x 17</u> <u>Paper Capacity: 250/250/500/2500 sheets</u> <u>Bypass: 50 sheets</u> <u>Paper Weights: 18 to 24 lbs.</u> <u>Zoom range: 33% to 400%</u>

TOTAL PRICE \$ _____

Make & Model # _____

Delivery Time _____

Less trade-in allowance for:

Minolta Dialta DI-350 with 789,275 copies Trade Allowance \$ _____

Net Price of new copier after deducting trade-in allowance \$ _____

Cost per copy for maintenance, including all parts, labor, and toner \$ _____
(Maintenance price must remain in effect for 3 years after delivery and MUST include delivery of toner)

Net price of new copier plus 3 year maintenance based on 234,000 copies \$ _____

Based on average usage the dept. expects to produce approx. 234,000 over the next 3 years

Notes: Maintenance cost to be paid by City monthly in arrears.

Item Quantity Description

OR, AS AN ALTERNATE

2 1 Digital Copier **Networked for the City Clerk's Office, 25 Cottage Road with the following features:**

Basic Features to include copy, print, and scan
Yes/No
 # 60+ – 70+ PPM (please indicate copy speed)
 _____ 10/100/1000 NIC (Network Interface Card) TCP/IP
 _____ Standard memory: 64 MB minimum
 _____ Image resolution for copying and printing: 600 DPI, 256 colors gray scale
 _____ Reversing automatic document feeder (Capacity/Paper Weights: 50/13 to 29 lbs.)
 _____ Paper feed size: 4"x 6" to 11"x 17"
 _____ Booklets
 _____ Groups
 _____ Book copying
 _____ Transparencies
 _____ Collate
 _____ Automatic duplexing unit (Capacity/Paper Size: 100-sheet/8 ½ x 11 to 11 x 17)
 _____ Automatic multi-position stapler
 _____ 3-hole punch
 _____ 20 bin min. stapler sorter (Bins/Stapling Capacity: 50/25 sheets per set)
 _____ Maximum original size: 11 x 17
 _____ Minimum copy size: 4 x 6
 _____ Maximum copy size: 11 x 17
 _____ Paper Capacity: 250/250/500/2500 sheets
 _____ Bypass: 50 sheets
 _____ Paper Weights: 18 to 24 lbs.
 _____ Zoom range: 33% to 400%

TOTAL PRICE \$ _____

Make & Model # _____

Delivery Time _____

Warranty _____

Less trade-in allowance for:

Minolta Dialta DI-350 with 789,275 copies Trade Allowance \$ _____

Net Price of new copier after deducting trade-in allowance \$ _____

Cost per copy for maintenance, including all parts, labor, and toner \$ _____

(Maintenance price must remain in effect for 3 years after delivery and MUST include delivery of toner)

Net price of new copier plus 3 year maintenance based on 234,000 copies \$ _____
Based on average usage the dept. expects to produce approx. 234,000 over the next 3 years

Notes: Maintenance cost to be paid by City monthly in arrears.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
3.	1	<u>Digital Copier, Networked for the Finance Department 25 Cottage Road. with the following min.features:</u> Basic Features to include copy, print, and scan <u>Yes/No</u> # _____ (speed) 35-45 PPM (please indicate copy speed) _____ 10/100/1000 NIC (Network Interface Card) TCP/IP _____ Standard memory: 64 MB minimum _____ Image resolution for copying and printing: 600 DPI, 256 colors gray scale _____ Reversing automatic document feeder (Capacity/Paper Weights: 50/13 to 29 lbs.) _____ Paper feed size: 4"x 6" to 11"x 17" _____ Automatic duplexing unit (Capacity/Paper Size: 100-sheet/8 1/2 x 11 to 11 x 17) _____ Automatic multi-position stapler _____ 20 bin multi-position stapler sorter (Bins/Stapling Capacity: 50/25 sheets per set) _____ Maximum original size: 11 x 17 _____ Minimum copy size: 4 x 6 _____ Maximum copy size: 11 x 17 _____ Paper Capacity: 250/250/500/2500 sheets _____ Bypass: 50 sheets _____ Paper Weights: 18 to 24 lbs. _____ Zoom range: 33% to 400% _____ 3-hole punch TOTAL PRICE \$ _____ Make & Model # _____ Delivery Time _____

Cost per copy for maintenance, including all parts, labor, and toner \$ _____
(Maintenance price must remain in effect for 3 years after delivery)

Net price of new copier plus 3 year maintenance based on 165,600 copies \$ _____
(Award Basis)

Notes: Maintenance cost to be paid by City monthly in arrears.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
4.	1	<u>Digital Copier, Networked for the Main Library, 482 Broadway. with the following min.features:</u> Basic Features to include copy, print, and scan <u>Yes/No</u> #____ (speed) 35-45 PPM (please indicate copy speed) ____ 10/100/1000 NIC (Network Interface Card) TCP/IP ____ Standard memory: 64 MB minimum ____ Image resolution for copying and printing: 600 DPI, 256 colors gray scale ____ Reversing automatic document feeder (Capacity/Paper Weights: 50/13 to 29 lbs.) ____ Paper feed size: 4"x 6" to 11"x 17" ____ Automatic duplexing unit (Capacity/Paper Size: 100-sheet/8 1/2 x 11 to 11 x 17) ____ Automatic multi-position stapler ____ 20 bin multi-position stapler sorter (Bins/Stapling Capacity: 50/25 sheets per set) ____ Maximum original size: 11 x 17 ____ Minimum copy size: 4 x 6 ____ Maximum copy size: 11 x 17 ____ Paper Capacity: 250/250/500/2500 sheets ____ Bypass: 50 sheets ____ Paper Weights: 18 to 24 lbs. ____ Zoom range: 33% to 400% ____ 3-hole punch

Less trade-in allowance for:

Royal Copystar 2030 Trade Allowance \$_____

Net Price of new copier after deducting trade-in allowance \$ _____

TOTAL PRICE \$ _____

Make & Model # _____

Delivery Time _____

Cost per copy for maintenance, including all parts, labor, and toner \$ _____
(Maintenance price must remain in effect for 3 years after delivery)

Net price of new copier plus 3 year maintenance based on 165,600 copies \$ _____ (Award Basis)

Notes: Maintenance cost to be paid by City monthly in arrears.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
5.	1	<u>Coin Operated Digital Copier, BRANCH LIBRARY with the following features:</u> <u>Yes/No</u> Basic Features to include copy, print, and scan # (speed)

_____ Image resolution for copying and printing: 600 DPI, 256 colors gray scale
 _____ Reversing automatic document feeder (Capacity/Paper Weights: 50/13 to 29 lbs.)
 _____ Paper feed size: 4"x 6" to 11"x 17"
 _____ Automatic duplexing unit (Capacity/Paper Size: 100-sheet/8 1/2 x 11 to 11 x 17)
 _____ Maximum original size: 11 x 17
 _____ Minimum copy size: 4 x 6
 _____ Maximum copy size: 11 x 17
 _____ Paper Capacity: 250/250/500/2500 sheets
 _____ Paper Weights: 18 to 24 lbs.
 _____ Zoom range: 33% to 400%

TOTAL PRICE \$ _____

Make & Model # _____

Delivery Time _____

Less trade-in allowance for:

Konica 1212 Trade Allowance \$ _____

Net Price of new copier after deducting trade-in allowance \$ _____

Cost per copy for maintenance, including all parts, labor, and toner \$ _____
 (Maintenance price must remain in effect for 3 years after delivery)

Net price of new copier plus 3 year maintenance based on 60,000 copies \$ _____
 (60K indicative of the total of three years of copies not 60 per year) (Award Basis)

Notes: Maintenance cost to be paid by City monthly in arrears.

Signed: _____
 (Corporation, Firm or Company)

By: _____
 (Officer, Authorized Individual or Owner)

Title: _____

Mailing
 Address: _____

Zip Code: _____ Date: _____

Telephone: _____ Fax: _____

E-Mail: _____

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.