

REQUEST FOR PROPOSALS

**City of Sullivan
Administration Department**

COLOR DIGITAL COPIER

RFP Release Date:

Wednesday, October 2, 2019

Written Questions Due By:

Wednesday, October 16, 2019 via email

Sealed Proposal Due:

Wednesday, October 23, 2019 10:00am

REQUEST FOR PROPOSALS
Administration Department Color Multifunction Copier
Project # 19016
For The City of Sullivan
Sullivan, Missouri

RFP Release Date: Wednesday, October 2, 2019

Written Questions (ONLY) Due: Wednesday, October 16, 2019 via email
rschaffer@sullivan.mo.us

Sealed Proposal Due: Wednesday, October 23, 2019, 10:00am

Sealed proposals, addressed to City of Sullivan, Missouri, will be received until 10:00 a.m., October 23, 2019 at the office of City Clerk, Janice Koch, 210 West Washington, Sullivan, Missouri 63080, after which they will publicly be opened and read aloud.

The envelope containing the Bid must be sealed and addressed to Janice Koch, City Clerk, and clearly designated as “**New Administration Department Multifunction Copier**”.

This Contract will consist of a bid for the purchase of a brand new color multifunction copier/scanner/printer.

Copies of the Contract Documents and Detailed Specifications required for bidding purposes may be obtained from the City Engineering Department, City Hall, 210 West Washington, Sullivan, Missouri, 63080. Bidders having questions or requesting additional information should contact Robert Schaffer at Sullivan City Hall, Engineering Department, telephone number 573-468-8965, facsimile number 573-468-8964.

The City of Sullivan reserves the right to accept or reject any or all bids received and to waive or not to waive any or all irregularities.

PROPOSAL CERTIFICATION

COPIER

I hereby certify that I am submitting the following information as my company's proposal and understand that, by virtue of executing and returning PROPOSAL PRICING SHEET, I agree to complete and unconditional acceptance of the contents inclusive of this Request for Proposal and all appendices of the contents of Addenda releases hereto: I agree to be bound to any and all specifications, terms and conditions contained in the Request for Proposal and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all responses, data and information contained in this proposal are true and accurate.

Company name: _____

Street address: _____

City, State & Zip: _____

Print Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title: _____ Date _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

REQUEST FOR PROPOSALS

REQUEST FOR GENERAL INFORMATION

Name of Company _____

Address – Local _____

Headquarters _____

(Please provide both street address and/or PO Box No. if applicable)

Telephone No.-Local _____ Fax No.-Local _____

Primary personnel assigned to City of Sullivan, Administration Department account:

Sales Representative:

Manager:

Name: _____

Name: _____

Title: _____

Title: _____

Telephone: _____

Telephone: _____

City of Sullivan, Missouri

One 45 Copies per Minute Digital Multi-Function Copier/Printer/Scanner

The intent and purpose of this Request for Proposal is to obtain competitive bids and award a contract for the purchase of one (1) 50 copies per minute color digital copier/printer/scanner with five years fixed pricing per copy including full maintenance agreement. Delivery, setup, installation of network printing and embedded scanning and training of copier shall be included in the bid price.

Specifications for the digital copier/printer/scanner:

1. It shall be newly manufactured with no used or refurbished parts.
2. It shall be capable of producing two-sided prints/copies, collate and reduce/enlarge.
3. It shall be capable of dual sided one pass scanning.
4. It has to have a minimum rated speed of 50 copies per minute and the ability to print on paper stock ranging from 20 lb Bond to 110 lb index and on paper sizes including 8 ½" x 11", 8 ½" x 14" and 11" x 17".
5. It shall have an automated stapling system capable of stapling a minimum of 60 sheets of 20lb paper, provide corner and double/booklet staple, and have a minimum of a 4,000 sheet finisher.
6. It shall have the ability to tri-fold, bi-fold, 2 and 3 hole punch finish paper.
7. It shall possess an automated high capacity document feeder with a minimum capacity of 100 sheets of 20 lb bond paper.
8. It shall have a bypass tray for the purpose of printing special sizes and thicknesses of paper.
9. It shall have a minimum of four (4) paper drawers. Two (2) 500+ sheet drawers that handle up to 11" x 17" paper and two (2) 1,000 sheet minimum each letter size paper drawers.
10. It shall be capable of scanning to e-mail and network folder in black and white or color.
11. It shall network print up to 1,200 dpi x 1,200 dpi.
12. It shall color scan to e-mail/folder at 80 images per minute minimum.
13. It shall print/scan to/from USB or SD Card Slot.
14. It shall include Postscript printing capability of Postscript3 minimum.
15. It shall also include any required surge suppressor/noise filter for warranty/maintenance agreement.
16. The vendor will guarantee the availability of replacement parts, applicable accessories and equipment for the duration of the service contract.
17. The vendor will repair any defect in software or equipment within four (4) hours of such report.
18. If the reported defects remain unresolved for a period of forty-eight (48) hours or more, the vendor will provide the City of Sullivan with a comparable loaner copier at no charge.
19. The Maintenance Agreement shall include all toner, developer, drums, preventative maintenance, parts and labor (excluding only paper and staples) paid for on a per copy basis.
20. Color copies shall be tier priced in a minimum of three tiers based on percentage of color used on print.
21. Copier shall be monitored for consumable usage with automatic replenishment.
22. The City shall be billed monthly for the copy cost/maintenance agreement.

PROPOSAL PRICING SHEET

Complete, sign and return the PROPOSAL PRICING SHEET. Prices in the Proposal Pricing Sheet must be limited to the package shown. Proposer may offer prices for additional packages, quantities and sizes as an attachment. Prices submitted shall be the proposer's best and final price, including shipping, handling, delivery and pick-up costs. The City is a tax –exempt entity and is not liable for sales tax and / or personal property tax. PROPOSAL CERTIFICATION page must be completed and signed in order for proposal to be considered. **Attach additional sheet with full itemized breakdown of bid cost for each copier bid indicating all specifications have been met at minimum.**

The following equipment is proposed for Purchase:

Copier of _____ @ \$ _____ Total: \$ _____
(Brand & Model)

Total Equipment Cost: \$ _____

Per page cost for full service to include all parts, labor, drums, toner, etc, to only exclude paper and staples for copier proposed. Service to be billed monthly.

Black \$ _____ Color Tier 1: \$ _____ Color Tier 2: \$ _____ Color Tier 3: \$ _____

Company Name _____

Address: _____

Phone #: _____ **Fax#** _____

Contact Person: _____

Position/Title: _____

(Signature) (Date)