

REQUEST FOR PROPOSALS

**City of Sullivan
Engineering Department**

**COLOR DIGITAL COPIER &
LARGE FORMAT COLOR SCANNER/PLOTTER**

RFP Release Date:

Wednesday, November 21, 2012

Written Questions Due:

Wednesday, December 5, 2012 via email

Sealed Proposal Due:

Wednesday, December 12, 2012 10:00am

REQUEST FOR PROPOSALS
**Engineering Department Color Multifunction Copier
and Large Format Color Multifunction Scanner/Plotter
Project # 12017
For The City of Sullivan
Sullivan, Missouri**

RFP Release Date: Wednesday, November 21, 2012

Written Questions (ONLY) Due: Wednesday, December 5, 2012 via email
rschaffer@sullivan.mo.us

Sealed Proposal Due: Wednesday, December 12, 2012, 10:00am

Sealed proposals, addressed to City of Sullivan, Missouri, will be received until 10:00 a.m., December 12, 2012 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 Engineering Department Multifunction Copier and Plotter**”.

This Contract will consist of a bid for the purchase of a brand new color multifunction copier/scanner/printer and a brand new color multifunction scanner/plotter. The bid may be submitted for either or both machines.

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

COPIERS

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, Engineering 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) 45 copies per minute color digital copier/printer/scanner with five years fixed pricing per copy including 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 40 copies per minute and have the ability to print on paper stock ranging from 20 lb Bond to 110 lb index and on paper sizes from 8 ½" x 11", 8 ½" x 14" and 11" x 17".
5. It shall have an automated stapling system capable of stapling 50 sheets of 20lb paper, provide corner and double staple, and have a minimum of 1,000 sheet staple finisher.
6. It shall possess an automated high capacity document feeder with a minimum capacity of 100 sheets of 20 lb bond paper.
7. It shall have a bypass tray for the purpose of printing special sizes and thicknesses of paper.
8. It shall have a minimum of two 500 sheet drawers and a cabinet with the option for additional paper drawers.
9. It shall be capable of scanning to e-mail and network folder in black and white or color.
10. It shall network print up to 1,200 dpi x 1,200 dpi.
11. It shall color scan to e-mail/folder at 80 images per minute minimum.
12. It shall print/scan to/from USB or SD Card Slot.
13. It shall include Postscript printing capability of Postscript3 minimum.
14. It shall also include any required surge suppressor/noise filter for warranty/maintenance agreement.
15. The vendor will guarantee the availability of replacement parts, applicable accessories and equipment for the duration of the service contract.
16. The vendor will repair any defect in software or equipment within four (4) hours of such report.
17. 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.
18. 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.
19. The City shall be billed monthly for the maintenance agreement.

**One Multi-Function Large Format
Color Scanner/Color Plotter**

The intent and purpose of this Request for Proposal is to obtain competitive bids and award a contract for the purchase of one (1) Multi-Function Large Format Color Scanner/Color Plotter to be a Hewlett Packard Designjet T2300 eMFP Postscript (HP Part # CN728A) or equivalent with one (1) year warranty. Must print all standard print languages including postscript 3 and include all drivers necessary to operate with ESRI, AutoCad, Microstation, etc software. Optional warranty years and maintenance agreements shall be quoted separately. Delivery, setup, installation of network printing and embedded scanning and training for plotter shall be included in the bid price.

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 or plotter bid indicating all specifications have been met at minimum.**

The following equipment is proposed for Purchase:

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

B. Plotter 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 \$_____

OPTIONAL SERVICE CONTRACT & WARRANTY FOR PLOTTER

2 Year Warranty Add \$_____

3 Year Warranty Add \$_____

4 Year Warranty Add \$_____

5 Year Warranty Add \$_____

Maintenance/Supply Contract \$_____

Attach additional sheet explaining pricing and coverage for any plotter maintenance/supply contract proposed.

Company Name _____

Address: _____

Phone #: _____ **Fax#** _____

Contact Person: _____

Position/Title: _____

(Signature) (Date)