

**REQUEST FOR PROPOSALS
MULTIFUNCTION COPIER/PRINTER
CITY OF JONESVILLE**

The City of Jonesville is seeking proposals from qualified bidders for the lease or purchase of one multifunction copier/printer. The City is seeking a device capable of high speed copying, printing, faxing, and scanning of text and graphics. The device must be capable of both color and black and white printing and copying.

Bid Submission:

To be considered, a completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – MULTIFUNCTION COPIER/PRINTER and received by 1:30 p.m. on Monday, September 12, 2016 by mail or hand delivery to:

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

Proposals arriving after the date and time will remain unopened and will be disqualified.

Questions may be submitted via email to Teresa Bensch, Administrative Assistant at administrative@jonesville.org. Questions must be received prior to 4:30 p.m. on Tuesday, September 6th. All questions and responses will be posted on the “Bids” section of the City of Jonesville website by 4:30 p.m. on Wednesday, September 7th.

Typical Usage:

The new device will replace a Konica Minolta Bizhub 250. Typical monthly usage of the previous device has been 4,000 to 5,000 black and white prints per month, and 200 to 300 color prints per month.

Instructions to Bidders:

1. Equipment to be provided must be factory new. Damaged, used, refurbished, or demonstration equipment will not be accepted.
2. The bid must originate from an authorized equipment dealer with the necessary licenses and/or certificates to conduct business.
3. Pricing must include the device (and all materials and supplies necessary for fully functional equipment), delivery, set up, clean up, and training.
4. All equipment, set up, clean up, and training must be completed within 30 days of the award.
5. The City of Jonesville is a governmental unit and exempt from State and Federal taxes. Prices quoted, therefore, should not include taxes. The City’s tax identification number will be provided to the successful bidder.
6. Bidders shall guarantee the bid price for a minimum of 60 days after the bid opening.
7. Bidders must complete and include the attached Bid Proposal Sheet with their sealed bid.

Maintenance:

Bidders shall include pricing for maintenance of the device in good working condition, including all necessary inspections, repairs and adjustments, labor, and replacement of parts and drums. The device shall be kept in good working order with minimal work delays or copy/print problems.

Maintenance and repair calls must be performed within four (4) hours of the request for service. A “loaner” device will be provided at no charge upon request of the City any time the device is out of service for more than 24 hours. Service and repairs shall take place during regular office hours, which are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Preventative maintenance will be performed by the bidder according to the manufacturer’s recommendations, with appropriate advance notice to the City.

Bidders must indicate the annual cost of maintenance and supplies (excluding staples and paper) on a cost per copy basis for the duration of the contract. Anticipated annual increases should be noted.

Warranty:

The bidders shall provide the warranty terms and conditions.

Lease/Purchase:

The City has historically purchased copiers and printers, but wishes to evaluate both the option of lease and purchase of the proposed device. Bidders shall state total lease costs in the bid, including all fees or additional costs beyond monthly charges.

Device Specifications:

The following list of specifications should be considered minimum capabilities. The City will consider devices that exceed the minimum specifications. Bidders should note any exceptions or proposed equivalents to these specifications in their bid.

- Copy speed of 30 pages per minute or more
- Document feeder for at least 50 originals
- Network ready, with network printing from PC workstations
- A minimum of 3 paper trays, plus a bypass tray; a large capacity paper tray is desirable, but not required
- Network scanning to email and folder
- Fax capability, including fax from PC desktops
- Automatic duplexing and duplex modes, including 1:2, 2:2, and 2:1
- Paper handling up to ledger size (11 x 17) paper
- Paper weight up to 140 lb.
- Sort and collate capabilities
- Reduction and enlargement capable
- Finishing to include multi-position stapling and 3-hole punch
- Business envelope printing capability

With variations between manufacturers and models, bidders are asked to submit complete specifications for the proposed device from the manufacturer that describe features and include the manufacturer’s anticipated print volume and life expectancy.

Reservations:

The City reserves the right to accept any bid, to reject any or all bids, to waive defects in bids submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing bidders for expenses incurred in responding to this Request for Proposals.

City of Jonesville
Bid Proposal Sheet – Multifunction Printer/Copier

Vendor: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Contact Person: _____ Email: _____

The bid prices quoted below are guaranteed for a period of _____ days after the bid opening.

Specification	Yes	No	Exceptions/Equivalent/Notes
Copy speed 30 ppm			
50 page document feeder			
Network printing			
3 paper trays, plus bypass			
Large capacity tray (desirable)			
Network scanning: email/folder			
Fax capability, including network			
Automatic duplexing			
Paper handling up to ledger size			
Paper weight up to 140 lb.			
Sort and collate			
Reduction and enlargement			
Multi-position stapling			
3-hole punch			
Business envelope printing			

Please include a complete list of specifications and features for the proposed device with your bid.

Equipment Cost:

Total Purchase Price:

\$ _____

Total Cost for Lease Agreement:

36 months: \$ _____

48 months: \$ _____

60 months: \$ _____

Maintenance Cost:

Copies included: _____ per month

Unit price: _____ per copy

Unit price guaranteed for: _____ years

Anticipated annual increase thereafter: _____ %

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Bid Proposal Sheet – Multifunction Printer/Copier

I am an authorized representative of _____ and agree to abide by
(Vendor Name)
all of the terms of this Request for Proposal unless otherwise stated in my bid.

Print Name _____ Print Title _____

Signature _____ Date _____