

**CARROLLTON TOWNSHIP
Saginaw County, Michigan**

REQUEST FOR PROPOSAL – COPIER

Submission of Bid

Bids shall be submitted in accordance with Instructions to Bidders. Sealed bids clearly labeled "Copier Bid" will be received by Carrollton Township until August 24, 2005 at 3:30 p.m., at which time all bids will be publicly opened and read by the Finance Committee. Bids are to be delivered to the attention of Clerk Joseph Finazzi, Carrollton Township Office, 1645 Mapleridge Road, Saginaw, MI 48604. Bids received after this time will not be accepted.

Bids will be considered firm for 60 days from the bid opening date.

All questions should be directed to Mary Corcoran at (989) 754-8076.

Right to Reject Bid

Carrollton Township reserves the right to waive irregularities and to accept and/or reject any or all Bids.

Award

It is the intent of Carrollton Township to award the Bid by August 29, 2005. All equipment is to be installed, operational, and on-site personnel trained no later than September 15, 2005.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the instructions to bidders, which Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award:

- (a) Cost of cash purchase of the equipment,
- (b) Cost of equipment lease agreement,
- (c) Cost of maintenance/service agreement,
- (d) Conformity to listed specifications,
- (e) Delivery of the copier within the required time schedule,
- (f) Service and warranty provided, and
- (g) References

Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. All equipment must be current, and

the newest model provided by the manufacturer. Any exceptions found in review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder must include the model number and manufacturer's number.

2. Bidders must clearly indicate extent of warranties, guaranteed response time and ability to provide parts and services for the equipment on which they are bidding. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so over the life of the contract.
3. The equipment is to be furnished in accordance with the specifications, and deliveries are to be made only upon the written order issued by the Carrollton Township Clerk. The copier is to be delivered to the Township in the time frame(s) determined by the township.
4. It is understood that the Carrollton Township is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the bidder should not include any allocation for taxes.
5. The following items must be included in the bid price:
 - (a) The machine and devices offered, including brand name, model number, and market introduction date.
 - (b) Delivery and installation of the machine.
 - (c) Instructions and in-services to personnel concerning operation of equipment on a mutually acceptable date as agreed.
 - (d) Maintenance of all machines in good working condition, including but not limited to all necessary inspections, repairs and adjustments, including replacement of parts and drums. **Bidders must indicate annual cost of maintenance and supplies (excluding staples) on a cost per copy basis for duration of contract.**
6. The machines shall be kept in good working order so that work delays and copy problems will be minimized. The machines must meet the total volume requirements listed under Copier Equipment Needed. The Township reserves the right to request a new replacement copier at the bidder's expense in the event that a recurring problem cannot be corrected to the satisfaction of the Township or in the event that the copier is unable to meet the total volume requirements. The conclusion that a copier is experiencing a recurring problem or unable to meet the total volume requirement, therefore requiring replacement, is at the sole discretion of the Township.
7. The attached bid proposal sheet must be completed and enclosed as part of the bid proposal.

Equipment Specifications

The copier furnished must be "digital" and include all new parts of standard first grade quality, constructed of 100% new components.

The copier furnished must produce readable, useful, plain paper prints/copies of such typical originals as handwritten and typewritten pages, copies of copies, halftones, carbon-less forms, books and colored stock determined by the Township. Under normal office use and storage conditions, the copier shall be resistant to smudging and shall have readability and file life in excess of seven (7) years.

Copier noise level, when in stand-by mode, shall not produce a noise level from fans or other devices that exceed the normal office background noise level as determined by the Township.

All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L). Each machine shall have the U.L. label affixed in a conspicuous place. The Township will furnish suitable electric current to operate the equipment with properly grounded receptacles.

Minimum copier equipment specifications are (required):

Copier - Color

| | |
|--|-----------------------------------|
| Copy Speed | 17 cpm color/26 cpm black & white |
| Total Paper Capacity | Minimum 1,500 sheets |
| Bypass | Minimum 250 sheets |
| Document Feeder | 30 originals |
| Finisher – Saddle-Stitch | |
| Networked | |
| 40 Gig Hard Drive | |
| Duplex | |
| Envelope Printing | |
| Network Scanning w/OCR Capabilities - Minimum 10 User Licenses | |
| 25% Reduction/400% Enlargement | |
| Carbon Copy Print | |
| 11 x 17 Full Bleed Capability | |
| 170 lb. Index Printing | |
| LDAP compatible | |
| User Authentication | |

Meter Reading and Copy Allowance

The Bidder must have remote email notification of copy counts, service issues, and supply usage.

Installation and Site Preparation

The site should not require any modification or preparation. Any proposed modifications are subject to Carrollton Township approval prior to the placement of any office equipment at any location. The Bidder shall provide the Township with written requirements for the installation of their equipment if different from existing. It is the responsibility of the Bidder to profile the requirements of the site. It is Carrollton Township responsibility to provide the electrical and site preparation. Surge suppressors, if required, shall be provided by the Bidder.

Price must include installation of the copier on the Township's current network. Any adjustments to the Township's network needs to be made in writing and submitted with the proposal.

Maintenance

In addition to the supply of the equipment, the successful vendor will be required to perform all maintenance and repairs necessary to maintain the copier office equipment.

Qualified maintenance personnel shall perform equipment maintenance and repairs during regular office hours. Regular office hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday. The vendor is required to provide services at other times as required.

Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. A "loaner" copier machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within 48 hours. Excluded from the requirements are delays resulting from acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that necessary repairs be made in a timely manner.

Preventive maintenance will be performed according to manufacturer's recommendations. It is the Bidder's responsibility to schedule preventive maintenance that meets those manufacturer's recommendations. Carrollton Township requires advance notice for preventive maintenance. Bidders shall give the individual site location 24-hour advanced notice of the Bidders intent of performing preventive maintenance. The Bidder's service technician shall check in and out with the appointed key operator. The machine should have a permanent record of machine maintenance kept with the machine.

CARROLLTON TOWNSHIP
Saginaw County, Michigan

BID PROPOSAL SHEET
REQUEST FOR PROPOSAL - COPIER

Vendor: _____
Address: _____
City, State, Zip: Phone: _____
Fax: _____
Contact Person: _____

1. Copier Specification which will include minimum requirements:

| Specifications |
|------------------------|
| Mode |
| CPM – Color |
| CPM - Black & White |
| Introduction Date |
| ADF originals |
| Total Paper Capacity |
| Duplex |
| Bypass Capacity |
| Finisher-Saddle-Stitch |
| Scanning Capability |
| Special Features: |

2. Equipment Cost:
Total Cost for Cash Purchase: _____
Total Cost for Lease Agreement: _____

3. Maintenance and Supplies (excluding staples):
Cost Per Copy: Color _____ B&W _____

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

Print Name _____ Print Title _____

Signature _____ Date _____