



City of Chesterfield

Request for Bids

The City of Chesterfield is accepting bids for the replacement of ten (10) color copier machines. Currently the City is utilizing Canon copiers, but will accept bids for other manufacturers provided an on-site trial period is available with no obligation prior to proposal acceptance.

Six (6) - 30ppm Color copiers

Three (3) - 50ppm Color copiers

One (1) - 20ppm Color copier

See page 2 for detailed specifications

Sealed bids will be received by the office of Information Technology Manager, City Hall, 690 Chesterfield Pkwy W, Chesterfield, Missouri, 63017, until **10:00 a.m. on Monday, June 28, 2010** and will thereafter be publicly opened and read aloud in the City Council Chambers.

Bid specifications are available at City Hall and on our website at:
<http://www.chesterfield.mo.us/request-for-proposals.html>

City of Chesterfield – Specifications

30 ppm Color Copier specifications:

- Scan to email and network folders in the PDF format
- Network Printing
- 4 paper trays
- 5 with Standard Finisher, 1 with Booklet Finisher

50 ppm Color Copier specifications:

- Scan to email, and network folders in the PDF format
- Network Printing
- 4 paper trays
- 2 with Standard Finisher, 1 with Booklet Finisher

20 ppm Color Copier specifications:

- Scan to email, and network folders in the PDF format
- Network Printing
- 1 – 500 page paper tray minimum

Pooled Page allowance across all machines:

- 75000 black and white copies/prints
- 25000 color copies/prints

No charge upgrade to a higher capacity machine or to add additional features, finishers, etc.

Buy out of the existing ten (10) copier leases at an approximate cost of \$15000 which will include the removal of existing machines, and on-site erasure or replacement of hard drives.

City of Chesterfield – Bid Form

Lease Price including:

1. Delivery and Installation, including shipping costs
2. Orientation on use and maintenance of machine
3. Network & Software assistance
4. Toner, developer, or other required supplies for initial operation.
5. List any additional supplies provided.

39 Month Lease Term with no Auto-Renew \$ _____

60 Month Lease Term with no Auto-Renew \$ _____

Overage charges per page Black & White: \$ _____ Color: \$ _____

List any items **not** covered in the maintenance agreement: _____

Attach a copy of the maintenance agreement with the bid submission.

Recommended Preventive Maintenance performed every: _____

Bid Submitted By:

Company _____

Address _____

City/State/Zip Code _____

Phone # _____ Fax # _____

Company Representative _____

Title _____

Signature _____ Date _____

Bid is firm for acceptance within _____ days after bid opening date (30 days Minimum)

Completion of Delivery: _____ calendar days after receipt of Purchase Order.
(City reserves the right to consider delivery or completion time as a vital consideration when making or recommending award.)

City of Chesterfield - Instruction to Bidders

In addition to the requirements set forth in the advertisement, all bidders shall be responsible to familiarize themselves and comply with the following instructions:

1. Bidders shall submit their proposals on the Bid Form furnished by the City of Chesterfield and contained herein.
2. The City of Chesterfield reserves the right to reject any and/or all bids and to waive any informalities in the bid or to accept the one that, in the judgment of the City, will be in the best interest of and/or most advantageous to the City of Chesterfield, Missouri.
3. Bidders shall read thoroughly and understand the specifications in relation to the bid which is submitted.
4. Bidders shall not be permitted to use, to their advantage, any omission or error in the specifications, requirements or contract documents, and the City reserves the right to issue new instructions for such error or omission as if originally specified.
5. If the bidder has any questions which arise concerning the true meaning or intent of the specifications or any of the requirements stated herein, he/she shall request that an interpretation be made and an addendum issued by the City which shall be made available to all bidders to whom specifications and other relevant material have been issued. Failure to have requested an addendum governing any such questions shall not relieve the bidder from delivery in accordance with the intent of the specifications.
6. Any variations from specifications must be noted.
7. For information or clarification regarding specifications contact:
Matthew Haug, Information Technology Manager at: (636) 537-4724.

BIDDER QUALIFICATIONS:

Each bidder must provide evidence that the company is an authorized dealer for the machines proposed and has been a dealer under the current name for a minimum of five years.