



**REQUEST FOR PROPOSAL 2021-11**

**for**

**11 Copy/Print/Scan/Fax Machines**

**Date Issued: August 16, 2021**

**Date Due: August 27, 2021**

Otsego County is accepting bids for the lease of eleven (11) digital copy/print/scan/fax machines to be located at various county locations/departments in Gaylord.

Bids must be submitted to Denise Landrie, Otsego County Finance Department located at 225 West Main Street, Suite 203, Gaylord MI 49735. Sealed bids must arrive by 1 pm on August 27, 2021. The bid opening will take place Friday, August 27, 2021 in room 212 (225 West Main Street, Gaylord) at 1:10 pm.

Specifications, average monthly volumes and bid requirements are attached.

All machines need to be new (not used or refurbished).

We prefer a 4 year term lease but will consider other options.

If any minimum specifications are not met, please in detail explain any/all differences from the desired specifications as laid out in the attachments.

Please also include:

- Company Name
- Location of your company
- Years in Business
- Three references
- Monthly payments for a Zero Down, Dollar Buy Out Lease for each machine and/or any options
- Full Service Maintenance Agreement, (which should include, all parts, labor, travel and all consumables including toner at 100% page yield) not including Paper
- Break down of the cost per page for black pages and color pages
- Include your pricing information on the spreadsheet provided

For further information regarding the bid, please contact me, Denise Landrie at [dlandrie@otsegocountymi.gov](mailto:dlandrie@otsegocountymi.gov) or 989.731.7526.

We will be replacing our existing copiers.

**NOTE: OTSEGO COUNTY RESERVES ALL RIGHTS TO ACCEPT, REJECT, OR NEGOTIATE ANY OR ALL BIDS.**

**Black Copiers: THREE (3) Needed**

**3 Locations: (Average Monthly Volumes)**

- Clerk, (average 8,043 pages per month)
- Sheriff, (average 7,889 pages per month)
- Treasurer, (average 9,732 pages per month)

**Minimum Requirements, (to be included):**

- **35 pages per minute copy, print, fax, speed Digital Copier**
- 2 GB Ram and 320 GB Hard drive
- Network Printing and Scanning
- Scan to File and Scan to Folder
- Scan speed of 80 images per minute
- **Color scanning**
- Fax Interface
- 1 Bin Tray to separate faxes from prints and copies
- 4 x 550 Sheet Adjustable Paper Drawers, which can hold letter, legal and ledger paper.
- 100 sheet ARDF document feeder
- Optional 1,000 sheet, 50 Page, 3 Position Stapler/Finisher
- Delivery
- Installation
- Hooking up to network port and dedicated phone fax line
- Loading of Print/Scan/Fax Drivers
- Training of all key operators

Cost per Month, (For **Each** Machine), as equipped above, for a 48 Month, Zero Down, Dollar Buy out Lease \_\_\_\_\_

Cost per Month-For-**Each** Stapler Finisher, that could be added to the Lease \_\_\_\_\_

Cost per page for **Each** black document produced, (Copy/print/Fax) \_\_\_\_\_

No Charge for black and/or color scanning

**Color Copiers: FIVE (E) Needed**

**4 Locations: (Average Monthly Volumes)**

- Animal Shelter, (average 1,308 pages per month black and 638 pages per month in color)
- Sheriff Civil Division, (average 3,500 pages per month black and 500 pages per month in color)
- Parks & Recreation - Community Center, (average 2,051 pages per month black and 674 pages per month in color)
- Prosecutor, (average 5,900 pages per month black)
- Equalization (average 1,200 pages per month black)

**Minimum Requirements, (to be included):**

- **20 pages per minute copy, print, fax speed, (for black and color)**
- 1.5 GB Ram and 250 GB Hard drive
- Network Color Printing and Scanning
- Color Copying
- Scan to File and Scan to Folder
- Scan speed of 80 images per minute
- Fax Interface
- 1 Bin Tray to separate faxes from prints and copies
- 2 x 550 Sheet Adjustable Paper Drawers, which can hold letter, legal and ledger paper.
- 100 sheet ARDF document feeder
- Optional 1,000 sheet, 50 Page, 3 Position Stapler/Finisher
- Optional 2 x 550 sheet extra drawers, (bringing total paper capacity to 2,100 pages)
- Delivery
- Installation
- Hooking up to network port and dedicated phone fax line
- Loading of Print/Scan/Fax Drivers
- Training of all key operators

Cost per Month, (For **Each** Machine), as equipped above, for a 48 Month, Zero Down, Dollar Buy out Lease \_\_\_\_\_

Cost per Month-For-**Each** Stapler Finisher, that could be added to the Lease \_\_\_\_\_

Cost per Month-For-Each 2 x 550 Sheet Paper Drawers, that could be added to the lease \_\_\_\_\_

Cost per page for **Each** black document produced, (Copy/print/Fax) \_\_\_\_\_

Cost per page for **Each color** document produced, (Copy/print) \_\_\_\_\_

No Charge for black and/or color scanning

**Color Copiers: THREE (3) Needed**

**3 Locations: (Average Monthly Volumes)**

- Administration, (average 2,620 pages per month black and 2,732 pages per month in color)
- Court, (average 1,143 pages per month black and 1,662 pages per month in color)
- Land Use, (average 3,695 pages per month black and 377 pages per month in color)

**Minimum Requirements, (to be included):**

- **30 pages per minute copy, print, fax speed, (for black and color), Digital Copiers**
- 2 GB Ram and 250 GB Hard drive
- Network Color Printing and Scanning
- Color Copying
- Scan to File and Scan to Folder
- Scan speed of 80 images per minute
- Fax Interface
- 1 Bin Tray to separate faxes from prints and copies
- 4 x 550 Sheet Adjustable Paper Drawers, which can hold letter, legal and ledger paper.
- 100 sheet ARDF document feeder
- Optional 1,000 sheet, 50 Page, 3 Position Stapler/Finisher
- Delivery
- Installation
- Hooking up to network port and dedicated phone fax line
- Loading of Print/Scan/Fax Drivers
- Training of all key operators

Cost per Month, (For **Each** Machine), as equipped above, for a 48 Month, Zero Down, Dollar Buy out Lease \_\_\_\_\_

Cost per Month-For-**Each** Stapler Finisher, that could be added to the Lease \_\_\_\_\_

Cost per page for **Each** black document produced, (Copy/print/Fax) \_\_\_\_\_

Cost per page for **Each color** document produced, (Copy/print)\_\_\_\_\_

No Charge for black and/or color scanning