

Town of Scarborough

Invitation to Bid

Digital Copiers

Sealed bids for furnishing the Town of Scarborough with its requirements for Digital Copiers, one with Color capabilities, as specified below and in the attached proposal will be received by the Town Purchasing Agent, Scarborough Municipal Building, PO Box 360, 259 US Route One, Scarborough, Maine up until 3:30pm, Wednesday, December 21st, 2005, at which time they will be publicly opened.

Bids shall be submitted on the attached form in sealed envelopes plainly marked "Bid #0012006 for Digital Copiers" and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order and shall be F.O.B., 259 US Route One, Scarborough, Maine, 04070-0360.

Questions regarding the specifications may be directed to Keith Matherne at 207-730-4089.

All equipment offered on this bid shall be **brand new and will be the latest type available**, like new, refurbished or rebuilt may not be accepted. Bidder will state in his/her bid the name and model number of the equipment he/she is offering and will include with said bid a catalog or brochure marked to indicate the standard factory equipment of the model on which he/she is bidding.

Bidder must attach a separate sheet to his/her bid listing any deviation from the minimum specifications shown. If no attachment is provided it will be assumed that the item being bid meets the minimum specifications.

If the equipment offered by a bidder under the attached specifications meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it shall be determined by the Town that these minor variations from the specifications do not prevent the equipment being bid from performing as satisfactorily or from being as good as equipment fully meeting these specifications, then these minor variations from the specifications may be waived by the Town, if it deems it to be to its advantage, and the equipment with the waived variations in specifications will be accepted as fully meeting these specifications.

The award of this bid will be based on the net price (cost to buy, as well as cost to lease for 36 and 48 month term) plus the maintenance cost for four years. Bidders shall submit samples of proposed lease documents with their proposal. Lease proposals shall not contain indemnification, waiver of sovereign immunity or non-substitution provisions. Maintenance cost per copy must remain at a fixed rate for the four-year period. Maintenance cost to be paid by Town monthly in arrears.

Since a prompt delivery as well as prompt service is needed, stated delivery and, service time as well as price may be made factors in determining the award of this bid.

The Town may require a demonstration before the award can be made. The successful bidder shall furnish training as necessary for Town employees.

With your bid, you must submit proof from the Secretary of State's office that your foreign corporation, limited liability Company, limited partnership and or limited liability partnership is qualified in the State of Maine.

It is the custom of the Town of Scarborough to pay its bills within 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications bidders should take into consideration all discounts, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The Town of Scarborough, Maine reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the Town's purchasing ordinance.

Keith L. Matherne
Purchasing Agent

Mailing address: P.O. Box 360, Scarborough, ME 04070-0360
Telephone: (207) 730-4089 Fax: (207) 730-4088

December 9th, 2005

BID #0012006

PROPOSAL

The UNDERSIGNED hereby proposes to furnish Digital Copiers to the Town of Scarborough, Maine in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery times:

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
1	1	<p><u>Digital Color Copier, networked for the Town Clerk's Office, 259 US Route One with the following features:</u></p> <p>Digital Color Copier with Black & White copy speeds of 45 to 55 cpm (1-999 copies) and color speed of 35 cpm Simultaneous Job Processing Digital Laser Copier/Printer Unlimited Stapling Offset Finisher with 2 and 3 hole punch Paper Sizes – 5 1/2" x 8 1/2" thru 11" x 17" Large Capacity Paper Tray option (if available for 8 1/2 x 11") By-pass paper feed mode option Paper weight options from 16 lb to 110 lb (or higher) Stackless Duplexing Unit Platen Memory Booklet Mode Photo/Text Mode Dual Beam Laser Imaging Network Interface Scanning Capabilities Printing Capabilities Service Contract (Cost per copy basis) Outlined Service Response Time</p>

Cost to buy, and lease (36, 48 month) Price\$ _____

Make & Model #: _____

Delivery Time: _____

Signed: _____

(Corporation, Firm or Company)

By: _____

(Officer, Authorized Individual or Owner)

Title: _____

Mailing: _____

Address: _____

Zip Code: _____ Date: _____

Telephone: _____ Fax: _____

E-Mail: _____

PROPOSAL

<u>Item</u>	<u>Quantity</u>
2	1

Description

Digital Copier, networked for the **Finance Office, 259 US Route One** with the following features:

- Digital Copier with Black & White copy speed of ~25 cpm (1-999 copies)
- Digital Laser Copier/Printer
- Unlimited Stapling Offset Finisher
- Paper Sizes – 5 ½” x 8 ½” thru 11” x 17”
- Large Capacity Paper Tray option (if available for 8 ½ x 11”)
- By-pass paper feed mode option
- Paper weight options up to 30lb (or higher)
- Stackless Duplexing Unit
- Multiple Job Processing Option
- Platen Memory
- Booklet Mode
- Photo/Text Mode
- Dual Beam Laser Imaging
- Network Interface
- Scanning Capabilities
- Fax Capabilities
- Printing Capabilities
- Service Contract (Cost per copy basis)
- Outlined Service Response Time

Cost to buy, and lease (36, 48 month) Price\$ _____

Make & Model # : _____

Delivery Time: _____

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____

Mailing: _____

Address: _____

Zip Code: _____ Date: _____

Telephone: _____ Fax: _____

E-Mail: _____

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.