

CITY OF URBANA, ILLINOIS
SPECIFICATIONS FOR
DIGITAL PHOTOCOPY EQUIPMENT AND SUPPLIES

OVERVIEW

The total project specifications are detailed herein. The following is a general overview of specifications briefly indicating the scope of the project.

The project shall consist of:

- Purchase or lease of up to two (2) new digital photocopiers (at least one of which is to be a color copier)
- Installation of new photocopier equipment
- Proper disposal of two (2) existing Panasonic DP-8045 photocopiers with certificate for secure destruction or surrender of the photocopier hard drive
- Equipment training
- Maintenance of the new photocopier equipment

INSTRUCTIONS TO BIDDERS

[CONTRACTUAL]

- 1) All items contained in the "Instructions to Bidders" are applicable to this call for bids.
- 2) Prior to the award of the contract, the City of Urbana (hereinafter referred to as "City") may require from the Bidder a detailed statement regarding the business and technical organization and plant of the Bidder that is available for the work that is contemplated. Information pertaining to financial resources, experience of personnel, and previously completed projects may also be required. The competency and responsibility of Bidders will be considered in making awards.
- 3) The Bidder shall assure that the equipment which is the subject of these Instruction to Bidders and Call for Bids shall operate in one or more spaces and locations designated by the City.
- 4) Each proposal shall be typed or written in ink using the bid form herein, and so filled out as to make the proposals complete and free from ambiguity as to their meaning. All erasures or corrections in proposals shall be initialed by the person signing the proposal.

Any Bidder may withdraw their bid by letter or with proper identification by personally securing their bid proposal at any time prior to the time stated for the receipt of bids. No telephone requests for withdrawal of bid will be honored.

Each proposal must be signed in the firm or corporate name and must bear an original longhand signature of a principal duly authorized agent to make contracts for the bidding party. The Bidder's name must be fully stated where proposals are signed by an agent of the Bidder; evidence of their authority to act as the Bidder's agent shall accompany the proposal. The name of each person signing the proposal shall be typed or printed below their signature.

Proposals must be submitted in sealed envelopes to the addressee below not later than the time set forth in "Notice to Bidders" addressed as follows:

Bid Proposal for: Digital Photocopy Equipment and Supplies

To: City of Urbana
c/o William R. Gray, Public Works Director
Public Works Department
706 South Glover Avenue
Urbana, Illinois 61802-4427

Bid Call Number: 1314-21

Show the name and address of the bidding firm in the upper left-hand corner of the envelope. Also show the bid call number and the date and time of bid closing in the lower left-hand corner.

- 6) Proposals will be opened publicly by the City immediately after the required time and date of submission. The City reserves the right to reject any or all bids, or any part thereof, or to waive any informalities in any bid, deemed to be for the best interests of the City.
- 7) The Bidder shall submit, with their proposal, a specific time schedule for the completion of all work including that of their subcontractors. Said schedule may be used by the City in selecting the preferred bidder.

In the "Award of Contract," the Bidder's reputation, the amount of the proposal, and the specified time for project completion will be considered. The City reserves the right to accept the bid deemed most favorable for this project after all bids have been examined and evaluated.

Prior to commencing work on this project, and within fifteen (15) days after notification of award, the Vendor is required to post a "Certificate of Insurance" with the City.

Before the contract is awarded, the successful Bidder shall furnish to the City for approval a complete list of all subcontractors they intend to use for the work.

- 8) The Bidder, by submitting the bid, acknowledge that all federal and state laws and municipal ordinances shall apply, to the extent applicable, in furnishing the equipment and services which are the subject of these Instructions to Bidders and Call for Bids. To the extent any federal or state law or municipal ordinance is in conflict with any item contained in these Instructions to Bidders and Call for Bids, the law or ordinance shall be deemed to be controlling.

- 9) All bids shall include all taxes that are applicable to the City of Urbana. The City and State of Illinois sales tax and Federal excise taxes are not applicable to sales made to the City of Urbana and must be excluded. The City, upon request, will execute the exemption certificates in connection with all orders when Federal excise tax would otherwise be due. Additionally, the Vendor shall obtain all permits and licenses necessary for the completion and execution of the project.
- 10) Bidders and Bidders' subcontractors shall agree to comply with the City of Urbana's Affirmative Action Ordinance and when required, shall submit written evidence of the firm's employment practices, policies, goals and statistical data concerning employee composition on race, color, job description and compensation. "Award of Contract" is contingent upon on-site inspection or other means of verification in accordance with City of Urbana procedures.
- 11) Unless otherwise specified, materials and equipment purchased will be inspected as to meeting the quality requirements of the call for bids.
- 12) Vendor shall hold the City of Urbana, its officer, agents and employees harmless from liability or damages of any nature or kind concerning the undertaking and execution of this Contract.

The successful Bidder is specifically denied the right of using in any form or medium the name of the City of Urbana for public advertising unless express permission is granted by the Public Works Director.

- 13) No member, officer, or employee of the City of Urbana, Illinois, or its designees or agents, and no member of the governing body of the City of Urbana, Illinois, who exercises any functions or responsibilities with respect to the City of Urbana during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Contract.
- 14) The Vendor shall guarantee any and all work performed as part of installing the equipment for a period of one year from the date of final acceptance of all the work required by the Contract. Furthermore, the Vendor must furnish the City of Urbana with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Contract. Any defects that appear within this 12-month period and arise out of defective or improper materials or workmanship shall, upon direction of the Public Works Director of the City of Urbana, Illinois, be corrected and made good by the Vendor at their expense.

- 15) The Vendor shall be responsible for any damage to City property while performing this contract.
- 16) The City will permit the Vendor to use at no cost existing utilities such as light, heat, power and water necessary from the beginning to the completion of the work.
- 17) The Vendor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons and/or property either on or off the site, which occur as a result of the Vendor's completion of the work. The safety provisions of applicable laws and building construction codes shall be observed and the Vendor shall take or cause to be taken such additional safety and health measures as the Public Works Director of the City of Urbana, Illinois, may determine to be reasonably necessary.
- 18) All changes to the Contract must be mutually agreed upon in writing and signed by the parties to the Contract. If any such agreed upon change causes an increase or decrease in the Vendor's cost of, or the time required for, the performance of any part of the work under this Contract, adjustment shall be made and the Contract modified accordingly. Any agreements not signed as heretofore indicated shall be considered null and void. The Vendor shall furnish an itemized price breakdown in connection with any proposal made for Contract modification. The price breakdown shall be in sufficient detail to permit an analysis of all material and labor costs. If the proposal includes a time extension, a justification also shall be furnished.
- 19) The law requires that the Vendor shall submit a sworn statement of persons furnishing materials and labor before any payments are required to be made to the Vendor. The Vendor shall submit to the City a Vendor's affidavit and a waiver of all mechanics', laborers', subcontractors' and material suppliers' liens prior to final payment of the contract price.
- 20) The provisions of this Contract apply to any subcontractor. The Vendor agrees that they are fully responsible to the City for the acts and omissions of their subcontractors and of persons either directly or indirectly employed by them as they are for the acts and omissions of themselves or persons directly employed by them. Nothing contained in the Contract documents shall create any contractual relation between any subcontractor and the City. The Vendor shall not contract any part of the work under this Contract or permit their contracted work to be further subcontracted without the prior written approval of the Public Works Director of the City of Urbana, Illinois. The Vendor shall submit with their bid a complete list of proposed subcontractors and possible alternates.
- 21) In case the Vendor fails to furnish materials or to execute work in accordance with the provisions of this Contract, or fails to proceed with or to complete the work within the time

specified in this Contract, or otherwise violates the provisions of the Contract, then in any case upon ten (10) days written notice to the Vendor by the City, the City of Urbana shall have the right to declare the Vendor in default in the performance of their obligations under the Contract. Said notice shall contain the reason for the City's intent to declare the Vendor in default. Unless, within ten (10) days after the Vendor's receipt of said notice, the violation shall cease or satisfactory arrangements shall be made for its correction, the Vendor by written notice may be declared in default and their right to proceed under the Contract may be terminated.

In the event the Vendor is thus declared to be in default, the City will proceed to have the work completed and shall apply to the cost of having the work completed any money due the Vendor under the Contract. The Vendor shall be responsible for any damages resulting to the City by reason of said default. Notice shall be considered as given by the City for purpose of this agreement if mailed by regular mail to the Vendor at the address listed by Vendor on the proposal form.

- 22) The work provided hereunder by the Vendor shall be executed as directed by the Bid Form and Contract Specifications and shall be performed in a skillful and professional manner. All materials used in the construction, rehabilitation, renovation, remodeling and improvement shall be new unless otherwise expressly set forth in the Contract Specifications, and shall be sealed in their original containers until opened at the job site.
- 23) The Vendor shall keep the premises clean and orderly during the course of the work and shall remove all debris at the completion of the work. Except where otherwise noted, materials and equipment that have been removed and replaced as part of the work shall belong to the Vendor.
- 24) The successful Bidder shall furnish the City with an estimated time schedule for the purchase or lease and installation of the photocopy equipment and supplies and for the removal of the existing photocopy equipment. Should a subcontractor fail to maintain progress according to the approved schedule, they shall furnish at their own expense such additional labor and/or services as may be necessary to bring the operation up to schedule.
- 25) Payment in full will be made upon satisfactory completion of the entire project. All payments are subject to satisfactory final inspection and acceptance by the Public Works Department of the City of Urbana, Illinois.
- 26) The Vendor shall pay or cause to be paid not less than the prevailing rate of wages for the local area as found by the State of Illinois Department of Labor. The Vendor may be required by the City of Urbana to provide documentation to prove compliance with prevailing wage rates.

- 27) The Vendor shall comply with City of Urbana requirements for Equal Employment Opportunity (EEO) and complete the forms and Certificate of Compliance attached. The Vendor and their subcontractors shall not discriminate against any qualified employee or qualified applicant available for employment to be employed in the performance of this Contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications. Any violation of this covenant may result in the institution of penalties by law. The Vendor shall comply with the Drug Free Workplace Act and complete attached certification form.

CITY OF URBANA, ILLINOIS
Special Instructions to Bidder

This invitation for bid is open to all business firms actively engaged in furnishing, installing and maintaining digital office photocopiers and related items as specified herein.

The scope of this bid is to satisfactorily purchase or lease two (2) digital photocopiers, accessories and the necessary supplies on an as needed basis throughout the contract period. This contract also includes maintenance provisions as described herein for the purchase or lease of this equipment.

Bidders must completely familiarize themselves with the specifications as stated herein. All deviations from the specifications must be clearly noted on the form provided. The Director of Public Works reserves the right to rule upon specification deviation in a manner that best meets the needs of the City of Urbana, Illinois.

Equipment and accessories are to be delivered to the City of Urbana, Department of Public Works Complex, 706 South Glover Avenue, Urbana, Illinois 61802.

All equipment and accessories quoted shall be new equipment and must be models of regular stock product, in production at the time of the bid opening and available for distribution, factory produced, assembled for the first time, newly serialized and the City of Urbana must be the first end user of the product. New equipment may contain new components that have been fully inspected, tested and fully meet product performance and reliability specifications. Remanufactured or reconditioned equipment is unacceptable.

Vendor must be able to equal or exceed these specifications. The determination of whether or not a specification is indeed equal will be made at the sole discretion of the City of Urbana.

The City of Urbana reserves the right to waive minor deficiencies, informalities or technical variances.

Vendor must certify that all products offered through this term contract are fully functional. The occurrence of any problems which cannot be resolved quickly and satisfactorily may result in the City removing this equipment from the term contract and a full refund of all funds which have been paid by the City for the equipment must be made by the Vendor. The City shall have final authority to deem a product compliant or not.

Supplies:

Supplies for all digital photocopiers will be included in the maintenance charge/overage

charge. Supplies include all toner, developer, drums/master, parts, labor and unlimited service calls, dispersant and any other consumable supply that is necessary to operate the machine, excluding paper and staples. The Vendor is encouraged to use recyclable materials in packaging supplies and may place recyclable paper, cardboard, and container materials in onsite recycling cans. Non-recyclable materials must be removed offsite by the Vendor.

Recycled Paper:

It is the intent of the City of Urbana to use recycled paper whenever possible in accordance with Public Act 84-1319, the Solid Waste Management Act. All equipment proposed must be able to accept paper with a minimum of 50% recycled content as detailed below. Should a machine accepted under this contract malfunction because of the use of recycled paper, the Vendor for this equipment will be responsible for any costs incurred as a result of a malfunction during the use of recycled paper.

Recycled High Grade Printing Specifications:

20# White recycled paper shall contain at least 50% deinked or post consumer material.

Electrical Specifications:

Each copier shall be EPA Energy Star certified.

The City expects all equipment furnished under the terms of a purchase agreement to operate on standard building current. Bidders may make an appointment prior to the scheduled bid closing to test the current at the potential equipment location, to determine if their equipment will operate successfully.

The UL label or other UL listed documentation that the copier is UL-listed, shall be attached to each copier and/or accessory.

General Specifications:

Copier features, characteristics and operational requirements shall include the minimum specifications as provided for and outlined under each line item. The City may choose to add or remove some accessories from the basic machine. Vendors may quote all accessory pricing so that these items can be added or removed from the machine cost. All prices listed for accessories must include installation and removal costs. Following each copier line item, there are optional accessories that can be added to the copier. These options provide added features to the photocopier that are not already listed that may be beneficial to the City of Urbana. The bid prices submitted for these line items should also include installation costs.

Purchase or Lease Provisions:

All prices quoted shall include: delivery, installation, 90-day warranty, start-up supplies (including staples and excluding paper), and training of key operator(s).

Start-up supplies are defined as those supplies which are needed to operate the machine for three months at the monthly volume.

Maintenance prices submitted with this bid shall remain firm for a five-year period and will begin after the 90-day warranty ends. The 90-day warranty will begin upon delivery, installation and acceptance of the equipment by the City of Urbana.

Maintenance prices shall include full coverage maintenance including preventative maintenance, all service calls, replacement of all defective work parts including drums, and all supplies, except staples and paper. The City is requesting optional pricing for maintenance pricing that excludes toner, staples and paper.

Following that five year period, prices may not increase more than 5%. Please note: The cumulative increase from the base contract prices shall not be 5% after the fifth year and 10% after the sixth year.

Risk of Loss:

During the period the equipment is in transit or in possession of the purchaser, up to and including the date of acceptance by the purchaser, the Vendor shall be responsible for all risk of loss or damage to the equipment. After the date of acceptance, the risk of loss or damage will pass to the purchaser.

Trade-In Values:

Trade-in status and potential trade-in options are to be described below. Negotiated trade-ins are at the option of the Vendor and the purchaser and will be accepted only by mutual agreement. Trade-in values are to be subtracted from the new copy machine purchase price. There will be no removal fees for trade-in equipment.

Trade-In Program or Policy:

The value of trade-in copiers, if any, is based upon a variety of issues including, but not limited to: age, optional accessories, total copy volume, and fair market value.

Any costs for removal and/or disposal of units that have trade-in value of zero shall be communicated to the City in advance of delivery of the new copier.

For each copier unit that contains a hard drive (or memory card) and is transferred to the Vendor from the City, either as a trade-in program of City-owned equipment or as a return of leased equipment owned by the Vendor, the Vendor shall, at no cost to the City, ensure that all City data from the hard drive (or memory card) is destroyed and not retrievable. Written verification to that effect indicating the time, date and that all information has been removed from the hard drive and destroyed or that all memory cards have been surrendered to the City shall be submitted to the City.

Ordering and Delivery Instructions:

Minimum Order:

The minimum order is two copy machines. Any original equipment manufacturer (OEM) optional feature purchased as an OEM add-on from this contract menu of options during the contract term will be delivered and installed at no additional charge to the City if the options are ordered at the same time as the copier.

Delivery:

All prices bid shall include delivery to a location at 706 South Glover Avenue, Urbana, Illinois 61802

Uncrating and Setting In Place Required:

Successful Vendor shall deliver F.O.B. agency destination, uncrate, assemble, install, and the photocopy equipment made ready for continuous operation. The vendor is encouraged to provide reduced packaging options to reduce the amount of energy used packaging the equipment. The equipment must be fully functional upon installation completion. The Vendor shall instruct City personnel on its use and care as part of the contract.

Debris Removal:

The Vendor may place recyclable paper, cardboard, and container materials in onsite recycling cans. All other debris, if any, shall be removed from the site by the successful Bidder.

Supply Delivery:

Supplies must be furnished to the location designated and will include all shipping and handling as part of the maintenance cost. The City will take reasonable steps to safeguard supplies from loss or misapplication.

There may be additional charges added to the cost for supplies if any special delivery requests are made by the City over and above what is specifically noted in this invitation to bid.

Service:

Availability of representatives to assist in proper application and to resolve technical problems is a requirement of the invitation to bid and the resulting contract. No award will be made to any vendor, regardless of bid price, that has not demonstrated to the City's satisfaction that they have the capabilities to meet the service requirements of the bid. Vendor shall maintain sufficient service facilities and qualified personnel to service the equipment.

All maintenance shall be performed by factory-trained personnel. Equipment shall be maintained in accordance with factory published specifications. The awarded Vendor agrees to keep the equipment in good working order and provide on-site maintenance support. In the event of a maintenance issue, the key employee will contact the Vendor to describe the problem. If it is a connection problem, the Vendor will have one hour to return the telephone call and trouble-shoot the problem. If, during normal business hours, it is determined by the key employee or the Vendor that an on-site visit is necessary, the Vendor will have four hours during normal business hours to be on-site to make repairs. Failure to adhere to these limitations may be considered cause for the City to remove the Vendor from the contract. (Normal business hours for the Urbana Public Works Department are Monday through Friday, 7:30 a.m. to 5:00 p.m.)

All equipment will be returned to a functional and operational status within 24 hours. If the equipment will take longer than 24 hours to become fully operational, the Vendor will provide a loaner/replacement machine which meets or exceeds the specifications of the product covered by the agreement. All loaner equipment will be placed at no additional cost to the City.

The Vendor will be responsible for maintaining a stock of routine replacement parts for the equipment purchased and/or leased by the City. Parts replaced under the maintenance agreement must be identical to the original equipment or manufacturer's recommended parts.

The Vendor will maintain a service log describing services performed for each call and/or inspection. This service log should be made available to the City upon request. Any additional charges above the maintenance agreement must be pre-approved by the service agency in writing.

The City reserves the right to make inspections and tests as deemed necessary to ascertain that the requirements of the maintenance agreement are being fulfilled. If any services are not in conformity, the City has the right to require the Vendor to perform the services again at no additional cost.

Claims for extra work or materials not specifically noted in the maintenance agreement will not be allowed by the City nor shall the contract holder provide any materials or extra work not covered by the agreement without written agreement between the Vendor and the City.

Replacement parts will be available for a minimum of five years from the date of placement of the equipment and execution of the initial maintenance agreement. Repair parts must be stocked at all service locations.

Performance Guarantee:

In the event that any equipment is inoperative due to equipment failure, through no fault or negligence of the user, and the total number of hours of downtime exceeds 2% of the total productive time for two consecutive calendar months, the City reserves the right to require the Vendor to replace the equipment or terminate the order with no termination or removal charges being assessed to the City. In addition, the Vendor must reimburse the City for any funds that were paid on this equipment. The Vendor will be notified to remove and replace the defective product(s) within ten business days at no cost to the City.

Failure to respond in good faith may result in termination of the contract.

Total productive time will be computed by multiplying 8 hours per day by the number of working days in the month, excluding weekends and City holidays. The effectiveness level of a copy machine shall be computed by dividing the total productive time by the total available time multiplied by 100. Scheduled preventative maintenance calls, either related to, or coinciding with repair/breakdown calls, will not be considered downtime. A service log will be included in each machine and must be maintained by the Vendor. The Vendor will state the cause for breakdown in the service log. Should the City determine the cause for the service call to be an operator error or misuse by the City, downtime will not be a factor in determine machine performance and the City will determine the facts and try to resolve the situation to the satisfaction of both parties.

Instruction Manuals and Training:

Instruction manuals shall be included for all equipment purchased. The instruction manuals shall contain, but not be limited to:

1. A section defining the capabilities of the equipment (specifications)
2. A general section describing the technical operation of the equipment
3. A section describing the installation and use criteria of the equipment

Training:

A Vendor shall provide technical assistance and training to each photocopier purchased or leased from the Vendor. Assistance must include problem solving, machine operations, etc. Vendor must have ready access to manufacturer's technical resources for problems that are beyond their ability. One on-site operator training program must be provided by the Vendor per machine per location. This training must be done on-site. All cost for this one training program must be included in the bid. If additional training is required by the agency, it will be billable at an hourly rate.

Vendors must furnish technical assistance in the operation and maintenance of the machines upon request. Such assistance must be available within four hours and without any additional cost. The Vendor must furnish descriptive literature of all awarded models upon request by any agency that requests it.

Special Bid Invitations:

The City reserves the right to issue one or more additional invitations for bid for equipment, supplies or service contained in this solicitation including but not limited to, need for compatibility, or the need to obtain volume pricing.

Equipment Model Discontinuance:

In the event that a particular model of equipment is discontinued by the manufacturer, the Vendor shall be allowed to provide a substitute of the same brand, as long as the replacement meets or exceeds all required specifications. The Vendor, however, must provide a letter submitted by an authorized manufacturer's representative on manufacturer's letterhead, certifying the discontinuance of the model. Such letter shall include the date of the model discontinuance, suggested replacement models along with list prices (for verification purposes only). If the substituted equipment is deemed to be of equal or better specifications than what is currently on City Contract, the price for that equipment must not exceed the current contract price. Vendors shall allow 45 days for review of specifications and amendment processing.

If no substitution is offered as a result of a discontinuation of an equipment model, the City will be forced to cancel that item from the contract and seek another award for the equipment item. If this does occur, the Vendor may be held responsible for the additional cost of equipment bought from an alternative source for the remainder of the contract year.

Equipment Assessment and Maximum Utilization:

For each piece of equipment that is placed at a location, it is a requirement that the Vendor conduct an equipment needs assessment to determine the exact needs of the location (right-sizing).

After a determination of the type of equipment that is needed for that location. It must be mutually agreed upon by both the City and the Vendor. The final approval of the procurement is subject to the review of the City of Urbana.

It is the intent of the City to maximize copier utilization. To achieve this goal, it may be necessary to relocate equipment. All relocations would be a coordinated effort between the City and the Vendor. The contracted Vendor understands that the City reserves the right to relocate and/or request relocation of photocopy equipment at no cost and without penalty to ensure optimal usage.

The Vendor shall work with the City to make every effort to ensure the proper placement of copiers by volume and speed range to ensure maximum utilization. Should the City (through no fault of the City) and/or Vendor become aware of any particular site where a copier is being regularly over utilized or under utilized for three (3) consecutive months, the Vendor and the City shall work together to either replace or relocate the machine. If replaced, the Vendor shall be responsible for all replacement costs. In the case of disputes, the City will make the final decision.

Relocation shall be performed by the Vendor from time to time such as may be needed by the City.

Reporting and Billing:

Accurate Billing: Accuracy in billing is important to the City as it saves time in reconciling bills. The Vendor is responsible for invoicing equipment and maintenance services. Such billings must be issued by the Vendor or authorized dealer on a semi-annual basis.

Scheduled Reporting: The Vendor is responsible for providing standard reports on a scheduled basis to the City. Reports should include information such as equipment maintenance, uptime, service response time, usage, etc. Specifically, the Vendor is responsible to provide at a minimum the following reports:

Summary Reporting: All vendors must submit an annual summary report which references each machine which is procured by the City. The report will be due June 1st and must include the following pertinent information. Failure to comply with this requirement will result in non-approval or suspension of future installation until the Vendor complies:

- a. Equipment serial number and model number
- b. Accessories and supplies purchased for this machine either at the same time or at a later date.
- c. Type of pricing plan, price detail and date of installation.
- d. Location (building location and address)
- e. Usage volume
- f. Manufacturer's recommended equipment capacity.

On-Demand Machine Information: Vendors must be able to furnish on-demand machine information to the City, which can be accessed electronically.

Copier Equipment Specifications:

Bids are requested for the following copier configurations:

Resolution (Print): 1200 dpi x 1200 dpi
Resolution (Copy): 600 dpi x 600 dpi
Paper Size: Invoice (5.25 x 8.5) to Ledger (11 x 17)
Reduction/Enlargement: 25% to 400% and Preset R/E Ratios (r-25%, 50%, 64%, 73%, 78%; e-121%, 129%, 200%, 400%)
Page per Minute: Minimum 45 ppm
Energy Star Rated: Yes
Warm Up: 50 seconds or less; preferably 40 seconds or less from power on.
Sleep Mode: Yes
Paper Trays: At least 3; 2 adjustable and 1 letter size (8.5 x 11); capable of holding 8.5 x 11, 8.5 x 14 and 11 x 17
Document Feeder: 100 page capacity
Finisher: Internal
Copier Memory: At least 16 MB
Printer Memory: At least 8 MB
Volume: 10,000 – 15,000 copies /month
Functions: Print/Scan/Copy/Fax
Stapler: Staple top, bottom or 2 on side.
Paper Types: Paper Tray: 16-24 lb. Bypass Tray: 15-35 lb.
Labels
Recycled Paper
Color Paper
Exposure Control: Copy Text, Text/Photo, Photo print options
Other Features: Scan Once/Print Many
Auto Magnification Sensing
Interrupt Mode
Sample Set
Duplexing (Copying/Printing/Scanning)
Reserved Copying
Setting Confirmation/Cancel
Standard Keys
Reset
Guide Display
Job Duration Display
Two-Page Separation
Cover/Sheet Insertion

Shift
Margin
Frame Erase
Image Combination 2-in-1 and 4-in-one
Different Size Original / Auto Paper Sensing
Job Build
Job Done Notice
Scan Image Check
Mode Memory
Recall
Negative/Positive Inversion
Image Repeat
Mirror Image
Sharpness
Secure Watermark
Page Numbering
Copy Set Numbering
Watermark and Date
Tandem Copy
Card Shot (ID Printing)

Paper Trays: Total minimum - 2,000 sheets
File Types: TIFF, JPEG, PCI, PRN, TXT, PDF, Encrypted PDF, High Compression PDF, Postscript and XPS
File Methods: FTP, Web Page, E-mail and USB Memory

Add Alternates for Copiers:

Large Capacity Paper Deck: 3,500-sheet letter size accommodating paper weight 17 lb. bond to 119 lb. index
Document Feeder: Upgrade to Automatic Trayless Duplexing and 100 sheet capacity
Finishers: Capability to staple in multiple positions and equipped with saddle finisher
Punch Unit capable of 2 or 3 hole punches w/ paper weight up to 110 lb. Index

NOTE: The Vendor shall assist the designated city employee in the installation and configuration required for operating the digital copiers. Required assistance shall be provided at no additional cost to the City.

Trade-In Information:

The City is interested in trading in the following machines. The City is trading the machines “as is” and does not take any responsibility for operating performance. If you wish to assess the equipment, please contact Barbara Stiehl at (217) 384-2342.

Panasonic DP-8045: Current Copy Count: 600,000 (approximate)
Panasonic DP-8045: Current Copy Count: 325,000 (approximate)

CITY OF URBANA, ILLINOIS

Bid #1314-21
Digital Photocopy Equipment and Supplies

Questions about these specifications should be directed to:

Barbara Stiehl
Assistant to the Director
URBANA PUBLIC WORKS
706 South Glover Street
Urbana, Illinois 61802
(217) 384-2342

PROPOSAL FORM

TO: CITY OF URBANA, ILLINOIS
 Department of Public Works
 706 South Glover Avenue
 Urbana, Illinois 61802

BID NO.: 1314-21
BID ITEM: *Digital Photocopy Equipment
 and Supplies*

- 1) The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Instructions to Bidders, Specifications, Drawings, Proposal Form and Contract, and any other pertinent documents, hereby proposes to provide and furnish all labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in proper manner all of the work required in connection with the work on the referenced project, all in accordance with the Plans and Specifications and other Contract Documents prepared by the City of Urbana, Illinois, for the sum(s) stated below.

Bid Proposal Sum (Base Bid): \$ _____
Bid Proposal Sum (Alternate): \$ _____

* * *

- 2) The undersigned here indicates a single percentage for their overhead and profit to be added to the net extra job cost for changes in the work required to be performed by:

A) their own forces: ___% B) by subcontractors: ___%

The undersigned here indicates a single percentage of their overhead and profit to be added to the net credit for job costs for changes in the work required to be performed by:

A) their own forces: ___% B) by subcontractors: ___%

- 3) The undersigned further declares that they have carefully examined the Proposal, Drawings, Specifications and Contract, and that they have inspected in detail the site(s) of the proposed work, and that they have familiarized themselves with all of the local conditions affecting the Contract and the detailed requirements of completion, and understand that in making this Proposal they waive all right to plead any misunderstanding regarding the same.

- 4) The undersigned further understands and agrees that, if this Proposal is accepted, they are to furnish and provide all necessary machinery, tools, apparatus and other means of

completion, and to do all of the work, and to furnish all of the materials specified in the Contract, except such materials as are to be furnished by the City, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.

- 5) The undersigned further agrees to execute a Contract for this work and present the same to the City within five (5) days after the date of notice of the award of the Contract to them.
- 6) The undersigned further agrees to begin work not later than fifteen (15) days after the execution and approval of the Contract, unless otherwise provided, and to complete the work in such manner and with sufficient materials, equipment and labor as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the Contract. The undersigned agrees to complete the work no later than _____. Such time for completion of work shall include final cleanup of premises.
- 7) The Vendor shall hold the City of Urbana, its officers, agents, and employees harmless from liability of any nature or kind concerning the undertaking and execution of this agreement.
- 8) The provisions of this agreement apply to any subcontractor of the Vendor if the use of that subcontractor has been approved of by the City in writing.
- 9) In submitting this Proposal, the undersigned declares that the only person(s) or parties interested in the Proposal as principals are those named herein; and that the Proposal is made without collusion with any other person, firm, or corporation.

* * *

RESPONSE FORM

COMPANY NAME: _____

ADDRESS: _____

CITY/ZIP: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

FEDERAL TAX ID# _____

PLACE A + IN THE PARENTHESES THAT BEST DESCRIBE YOUR BUSINESS

() CORPORATION

() PARTNERSHIP – NAME _____

() INDIVIDUAL/PROPRIETORSHIP – INDIVIDUAL NAME _____

() OTHER (SPECIFY) _____

COPIER #1

Unit Price

Base copier per specifications \$ _____

List any deviations to the original specifications:

ADD Alternates for COPIER #1

Large Capacity Paper Deck \$ _____

Please specify paper capacity: _____

Upgrade Document Feeder to a 100 sheet capacity \$ _____

Finishers:

Finisher with the capability to staple in multiple positions \$ _____

Finisher with the capability to staple in multiple positions and equipped with a saddle finisher \$ _____

Punch unit with 2 or 3 hole punches \$ _____

TOTAL OF ALL ADD ALTERNATES FOR COPIER #1 \$ _____

Maintenance Costs for Copier #1

Maintenance costs will be based upon the estimated annual copy usage times the “cost per copy” rate. Please provide the “cost per copy” rate including supplies (except for paper and staples).

Contract Year 1 through Year 5 _____

Contract Year 6 _____

Contract Year 7 _____

Describe Warranty Features including Length (Warranty to cover all components acquired at time of purchase)

Annual Copy Rating: _____

Warm Up Time: _____

Maintenance Costs for Copier #1 (without toner)

Maintenance costs will be based upon the estimated annual copy usage times the “cost per copy” rate. Please provide the “cost per copy” rate including supplies (except for **toner**, paper and staples).

Contract Year 1 through Year 5 _____
Contract Year 6 _____
Contract Year 7 _____

Describe Warranty Features including Length (Warranty to cover all components acquired at time of purchase)

Annual Copy Rating: _____

Warm Up Time: _____

COPIER #2

Unit Price

Base copier per specifications \$ _____

List any deviations to the original specifications:

ADD Alternates for COPIER #2

Large Capacity Paper Deck \$ _____

Please specify paper capacity: _____

Upgrade Document Feeder to a 100 sheet capacity \$ _____

Finishers:

Finisher with the capability to staple in multiple positions \$ _____

Finisher with the capability to staple in multiple positions and equipped with a saddle finisher \$ _____

Punch unit with 2 or 3 hole punches \$ _____

TOTAL OF ALL ADD ALTERNATES FOR COPIER #2 \$ _____

Maintenance Costs for Copier #2

Maintenance costs will be based upon the estimated annual copy usage times the “cost per copy” rate. Please provide the “cost per copy” rate including supplies (except for paper and staples).

Contract Year 1 through 5 _____

Contract Year 6 _____

Contract Year 7 _____

Describe Warranty Features including Length (Warranty to cover all components acquired at time of purchase)

Annual Copy Rating: _____

Warm Up Time: _____

Maintenance Costs for Copier #2 (without toner)

Maintenance costs will be based upon the estimated annual copy usage times the “cost per copy” rate. Please provide the “cost per copy” rate including supplies (except for **toner**, paper and staples).

Contract Year 1 through Year 5 _____

Contract Year 6 _____

Contract Year 7 _____

Describe Warranty Features including Length (Warranty to cover all components acquired at time of purchase)

Annual Copy Rating: _____

Warm Up Time: _____

Trade In Information – The City is interested in trading in the following machines. The City is trading the machines “as is” and does not take any responsibility for operating performance. If you wish to assess the equipment, please contact Barbara Stiehl at (217) 384-2342. Trade in will be on a “one to one” ratio for purchases.

Panasonic DP-8045: Current Copy Count: 600,000 (approximate) \$ _____

Panasonic DP-8045: Current Copy Count: 325,000 (approximate) \$ _____

Additional Training Costs Per Hour \$ _____

Lease for Copier #1 per Month \$ _____

With Additional Alternatives \$ _____

Lease for Copier #2 per Month \$ _____

With Additional Alternatives \$ _____

Items to be submitted along with Bid Response Form:

- Letter confirming that Bidder is an authorized service representative for machine bid
- Manufacturer statement verifying training of manager and technician

Authorized Representative (Sign by Hand)

Date: _____

Print Name and Title of Authorized Representative
