

Town of Lamoine, Maine

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Lamoine, ME 04605

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Request for Proposals Photocopier & Annual Maintenance Contract

The Town of Lamoine requests proposals/bids for the purchase of a photocopy machine and annual maintenance on said machine for a period of 5-years. The photocopier may be new or remanufactured (no more than 3-years old) and meet the following minimum specifications:

Copies Per Minute – no less than 30

Paper Storage Capacity – at least 1,000 sheets

Bypass feed for card stock paper

Collator, stapling & hole punch finisher

Document Feeder

Duplex Copy and duplex 50-page Document feed capability

Network printing ability compatible with Windows XP Operating System

Copy to 8.5" x 11", 8.5" x 14" and 11" x 17" paper

Enlarge and Shrink capabilities

Darkness/Lightness Control

Optional:

Color copy capability

Successful bidder will provide town office staff adequate training in the operation of the machine, along with an operations manual for the copier.

Maintenance Specification

Bidder will supply a telephone number for service calls and have a technician based within a 150-mile distance of the Lamoine Town Hall, and shall respond to service calls within two business days from the call being placed by town hall staff.

The maintenance contract shall include drum replacement, toner, and any other parts considered "disposable", excluding paper.

In the event of a major malfunction requiring more than 48-hours of inoperability, a suitable replacement machine will be provided at no charge.

Proposals are to be submitted no later than Thursday, March 4, 2010 at 4:00 PM. The Lamoine Board of Selectmen will open proposals at their regular meeting that evening but may award the bid up to two weeks later. Bid prices are to be guaranteed through April 1, 2010. The Town of Lamoine reserves the right to accept or reject any and all bids.

Town of Lamoine Photocopier RFP Submission Sheet

Bidder's Name	
Mailing Address	
City, State, Zip	
Contact Name	
Telephone Number	
Fax Number	
Email address	

Machine Make: _____ Model # _____

New Refurbished (Year of original manufacture _____)

Specifications (attach separate sheet)

Photocopier Machine Purchase: Bid Price: _____

Annual Maintenance Service Bid Price:

Year	Maintenance Bid
2010/11	
2011/12	
2012/13	
2013/14	
2014/15	

I hereby certify that the photocopy machine and maintenance bid submitted meet the minimum specification as outlined in the Request for Proposal. I understand the Town of Lamoine reserves the right to accept or reject any and all bids.

Signature

Printed Name

Date