

*Town of Lamoine, Maine*  
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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	minimum of 30	Paper Storage Capacity	at least 1,000 sheets
Bypass feed for card stock paper		Finisher	Collator, stapling & hole punch
Document Feeder	Min.50 page capacity	Duplex capability	50 page capacity
Network capability Compatible with Windows 7, XP		Network Scan	.pdf, .jpg, .tif formats
Paper sizes 8.5" x 11", 8.5" x 14", 11" x 17"		Enlarge & Shrink capability	
Darkness/Light 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. Bidder also responsible for disposal of current copier (Toshiba e-studio350)

### ***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, staples, 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, April 9, 2015 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 three weeks later. After bids are opened, responsible bidders may be contacted by town office staff to demonstrate selected models. Bid prices are to be guaranteed through May 14, 2015. 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     Remanufactured (Year of original manufacture \_\_\_\_\_)

Specifications (attach separate sheet)

**Photocopier Machine Purchase: Bid Price:** \_\_\_\_\_

**Annual Maintenance Service Bid Price (75,000 copies/year):**

Year	Maintenance Bid	Per copy (B&W) in excess of 75,000	Per copy (Color) in Excess of 75,000
2015/16			
2016/17			
2017/18			
2018/19			
2019/20			

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