1. Submit a copy of the Buyers Laboratory Inc. (BLI) report with each machine you propose.

2. No transferring of machines. When a machine is place at a location, that machine cannot be moved for the duration of the lease.

3. Bid price shall include delivery and install to the designated point.

4. To be considered, all bids must be submitted on the enclosed bid form, properly signed by an authorized representative on the company placing the bid.

5. Bids by telephone, fax or e-mail will not be accepted. Only those submitting a bid or a bid marked "NO BID" will be retained on the bid mailing list.

6. Rights are reserved to purchase additional quantities at bid price.

7. Bids are to state as 36-month lease payment for EACH machine to include all supplies (excluding paper and staples), maintenance, parts and drums for a monthly copy allowance of ***specified*** copies per request, per machine. No *Alternate Bids* will be accepted. One model and configuration submitted per request ONLY.

8. Vendors are required to submit three local (Warren County area) references and three additional school or school system references, preferably those using machine stated in bid.

9. Bids will be evaluated based on conformity to specs, the lowest TOTAL COST over the term of the equipment leased, including service, supplies and equipment costs for each machine bid. Lowest total cost does not guarantee a bid award and the Warren County Financial Management Committee reserves the right to reject or accept any bids based on the recommendations of the school system. The Warren County Financial Management Committee will determine the lowest and best bid.

10. Vendor awarded bid may be required to place a machine on trial for five working days before final acceptance.

11. *Machines bid must be in new condition.* **No used or re-manufactured machine will be accepted.**

12. The successful contractor must provide a minimum of four (4) hour response time for service calls. Failure of the vendor to respond to a service call within four hours for the 2nd time will void the contract.

13. The Warren County Board of Education reserves the right to reject any or all bids.

14. This bid must be manually signed in ink in the VENDOR AUTHORIZATION space. Failure to do so will be cause for rejection of your bid. A signature also certifies compliance with all rules, conditions, and further certifies this bid has been made without collusion or fraud.

15. The Board of Education reserves the right to cancel this contract upon 30-day notice to the awarded vendor.

16. The successful contractor must assign one point of contact as a representative to deal with all issues concerning the resulting contract. This representative must be able to be contacted by toll-free phone and by e-mail.

17. All copiers must be delivered by July 1, 2014.

COPIER BID – 3 YR. CONTRACT FOR LEASE OF 16 MACHINES

SPECS:

STANDARD FUNCTIONS: COPY, PRINT, SCAN

COPY/PRINT SPEED: UP TO 75 PPM

DUTY CYCLE: UP TO 300,000 IMAGES/MONTH

HARD DRIVE: 160 GB

PROCESSOR: DUAL-CORE 1 GHz

DEVICE MEMORY: 2 GB MAX

FINISHING OPTIONS: OFFSETTING CATCH TRAY: 300-SHEET TRAY

OFFICE FINISHER: MULTI-POSTION STAPLING

HOLE PUNCH – 2000 + 250-SHEET TRAY

COPY FEATURES: ANOTATION, AUTO REDUCTION/ENLARGEMENT. AUTO TRAY SELECT, AUTO TRAY SWITCHING & AUTOMATIC 2-SIDED. BUILD JOB, COLLATION, EDGE ERASE, ID CARD COPY, IMAGE SHIFT, INVERT IMAGE, SAMPLE SET & TRANSPARENCIES.

FIRST-PAGE-OUT TIME, PRINTING: 6.2 SECONDS (BLACK/WHITE)

PAGE DESCRIPTION LANGUAGES (PDL): ADOBE POSTSCRIPT 3, HP-GL2, PCL 5C, PCL 6, PDF (OPTIONAL: XPS)

MAXIMUM PRINT RESOLUTION: 4800 X 1200 DPI, 256 SHADES OF GRAY

PRINT FEATURES: BI-DIRECTINOAL STATUS, BOOKLET CREATION, EARTH SMART, JOB MONITORING, JOB IDENTIFICATION, PRINT FROM USB, SCALING, STORE AND RECAL DRIVER SETTING

SCAN FEATURES: JPEG, LINEARIZED PDF, SCAN TO FTP, SCAN TO SMB, SCAN TO USB MEMORY DEVICE, SCAN TO E-MAIL, SCAN TO FOLDER, SCAN TO NETWORK, SINGLE-TOUCH SCANNING, TIFF, TWAIN SUPPORT. TEXT SEARCHABLE PDF PDF/A, XPS

STANDARD SECURITY FEATURES: 256-BIT ENCRYPTION (FIPS 140-2 COMPLIANT), ACCESS CONTROLS, AUDIT LOG, CISCO TRUSSEC IDENTY SERVICES ENGINE (ISE) INTEGRATIN, COMMON CRITERIA CERTIFICATION ISO 15408 MCAFEE Epolicy (Epo) COMPATIBLE, MCAFEE EMBEDDED, NETWORK AUTHENTICATION, SNMPv3, SSL, SECURE EMAIL, SECURE PRINT, SECURE SCAN, USER PERMISSION (OR COMPARIABLE)

MAXIMUM PAPER CAPACITY: 8700 SHEETS

PAPER CAPACITY: TRAY (BYPASS TRAY) 100 SHEETS

TRAY 1: 500 SHEETS

TRAY 2: 500 SHEETS

TRAY: (HIGH-CAPACITY TANDEM TRAY): 3600 SHEETS

TRAY: (HIGH CAPACITY FEEDER) (OPTIONAL) 4,000 SHEETS

TRAY: (HIGH-CAPACITY FEEDER KITS (HCF REQUIRED)) (OPTIONAL): 2,000 SHEETS

PAPER SIZE:

TRAY: (BYPASS TRAY): CUSSTOM SIZES: 4.25 X 5.5 IN. TO 11 X 17 IN. (105 X 148 MM TO 297 X 420 MM)

TRAY 1: CUSTOM SIZES: 5.5 X 8.5 IN. TO 11 X 17 IN (148 X 210 MM TO 297 X 420 MM)

TRAY 2: CUSTOM SIZES: 5.5 X 8.5 IN. TO 11 X 17 IN (148 X 210 MM TO 297 X 420 MM)

TRAY: (HIGH-CAPACITY TANDEM TRAY): SIZES: A4, LETTER

TRAY (HIGH-CAPACITY FEEDER) (OPTIONIAL): SIZES: A4, LETTER

THINGS TO INCLUDE IN BID:

MUST HAVE THE FOLLOWING: BILL MONTHLY FOR LEASE FOR EACH MACHINE

MUST HAVE BREAK DOWN FOR EACH MACHINE: COST PER COPY

BID WILL INCLUDE: PARTS & LABOR, TRAINING, SERVICE FOR MACHINES, TONER & SUPPLIES

WE NEED A SUMMARIZED BILL ALSO (STATEMENT) THAT LIST ALL WITH A TOTAL PRICE, NOT TO EXCLUDE THE INDIVIDUAL BREAKDOWN FOR EACH MACHINE WITH THE MONTHLY LEASE AMOUNT SHOWING, AMOUNT OF COPIES USED, PRICE PER COPY, SERIAL NUMBER AND CUSTOMER NUMBER TO BE SENT ALL AT ONE TIME.

WARREN COUNTY SCHOOLS BID TAB

Firm: _____

Signature: _____

Title: _____

E-Mail address: _____

Address: _____

_____

Telephone: _____

Fax: _____

Copier Name: _____

Copier Price: _____

Shipping/Additional Charges: _____

Any additional comments:

One Team, One Goal, High Levels of Learning for All

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