

**BAYFIELD COUNTY REQUEST FOR BIDS
COPY MACHINES
BAYFIELD COUNTY ADMINISTRATOR'S OFFICE
RESPONSES DUE, FRIDAY, December 3, 2021, 2:00PM.**

Bayfield County is accepting bids to purchase two (2) copy machines located in the Bayfield County Courthouse, Washburn, WI. Bids will be accepted until Friday, December 3, 2021, at 2:00pm.

Bids must be submitted to the Bayfield County Administrator's Office on or before that time. The address is 117 East Fifth Street, PO Box 878, Washburn, WI. 54891. Faxed or emailed proposals will be accepted; however, it is the vendor's responsibility to ensure that proposals are received. Proposals received after 2:00 will not be considered. Questions may be sent to: mark.abeles-allison@bayfieldcounty.wi.gov and jeran.delaine@bayfieldcounty.wi.gov or by calling (715) 373-6181. Bayfield County reserves the right to accept or reject any or all bids.

Please complete an Equipment Information form for each copier. Thank you.

COPIER 1 MINIMUM CAPABILITIES REQUIRED:

Human Services B/W MFP

45 Copies per minute, average of **9,000 Black & White** copies per month
Single Pass Duplexing Document Feeder
Reduction/Enlargement Capability
Four (4) paper drawers / trays (3000 sheet capacity total minimum)
Collating Capability
Network Fax Compatible (Xmedius)
Network Printing Capability
Programmable Department Account Codes
Manual bypass with card stock capability
Scan to email
External Finisher and Stapling Capabilities
Color scan

COPIER 2 MINIMUM CAPABILITIES REQUIRED:

Child Support Color Copier:

30 Copies per minute, average of **650 Color and 500 Black & White** copies per month
Copier needs to print up to page at least up to size 8 ½" x 14"
Automatic Document Feeder,
Single Pass Duplexing Capability
Reduction/Enlargement Capability
Standard paper drawers
Collating Capability
Network fax compatible (Xmedius)
Network Printing Capability
Manual bypass with card stock capability
Scan to email
Internal Finisher

Color scan

DELIVERY, INSTALLATION & TRAINING:

Delivery and installation of any or all hardware, connection to the county network and all related labor or materials required shall be supplied as part of the bid. Installation shall include all hookups and cleanup.

Basic training/initialization/setup on the use of the machine shall be provided by the supplier.

TRADE IN/ REMOVAL and RELOCATION

Bayfield County has the following machines it would like removed and disposed of. Certification of hard drive wiping should be provided.

1. EStudio353, Toshiba, CDB850248, ID: T4284.
2. RICOH 40ppm unit.
3. Bayfield County plans to move the existing Child Support Copier to another office, assistance requested with move.

SUPPORT & MAINTENANCE:

An operation manual for the equipment shall be included with purchase.

- Bids shall include costs for four (4) years of support and maintenance. Maintenance fee shall include all costs including but not limited to labor, copies, staples, toner/developer supplies, part replacement, etc.
- Maintenance shall be billed quarterly and based on quarterly copy figures
- All bids shall include the location of maintenance technicians and estimated response time for service calls.

BAYFIELD COUNTY COPIER PROPOSAL
DUE December 3, 2:00PM
Bayfield County Administrator's Office,
117 East Fifth Street, PO Box 878, Washburn, WI 54891

BIDDER INFORMATION:

Supplier/Manufacturer: _____
 Authorized Representative: _____

Signature _____
 Mailing Address: _____
 Email: _____
 Phone: _____
 Technician Location:
 Response Time:
 Delivery Date:

HUMAN SERVICES MPF INFORMATION:

Manufacturer/Brand: _____ Model: _____

Please indicate YES or NO. If NO, include explanation.

Copies Per Minute: _____ # of Paper Drawers: _____ Capacity (per drawer and total): _____
 Automatic Document Feeder: Yes / No Capacity of Document Feeder: _____
 Duplexing Capability: Yes / No
 Reduction/Enlargement Capability: Yes / No
 Collating Capability: Yes / No
 Network Printing Ready: Yes / No List type _____
 Manual Bypass Capability: Yes / No
 Manual Bypass: _____ Sheets and _____ max paper weight
 Finisher with Stapling Capability: Yes / No
 Scan to Email Yes / No Notes _____
 Fax Network Capability (Xmedius) Yes / No
 Scan Capability Yes / No
 Programmable Department/Account Codes: Yes / No # of Department Codes: _____
 Resolution: _____
 Base hard drive size: _____ potential expansion to _____.
 Base RAM Memory _____ potential expansion to _____.

COPIER COST:

Base Cost \$ _____
 Black/White Four-year Maintenance Fee per quarter for 27,000 copies: \$ _____
 Black/White cost per copy for over 27,000 copies per quarter: \$ _____
 Color cost per copy \$ x _____
 RAM Expansion: \$ _____
 Hard Drive Expansion: \$ _____
 3-Hole Punch: \$ _____
 Stapling \$ _____
 OTHER: _____

CHILD SUPPORT MFP INFORMATION:

Manufacturer/Brand: _____ Model: _____

Please indicate YES or NO. If NO, include explanation.

Copies Per Minute: _____ # of Paper Drawers: _____ Capacity (per drawer and total): _____

Page Size up to 8 1/2" x 14" Yes / No

Automatic Document Feeder: Yes / No Capacity of Document Feeder: _____

Duplexing Capability: Yes / No

Reduction/Enlargement Capability: Yes / No

Collating Capability: Yes / No

Network Printing Ready: Yes / No List type _____

Manual Bypass Capability: Yes / No

Manual Bypass: _____ Sheets and _____ max paper weight

Finisher with Stapling Capability: Yes / No

Scan to Email Yes / No Notes _____

Fax Network Capability (Xmedius) Yes / No

Scan Capability Yes / No

Programmable Department/Account Codes: Yes / No # of Department Codes: _____

Resolution: _____

Base hard drive size: _____ potential expansion to _____.

Base RAM Memory _____ potential expansion to _____.

COPIER COST:

Base Cost \$ _____

Black/White Four-year Maintenance Fee per quarter for 3,500 copies: \$ _____

Black/White cost per copy for over 3,500 copies per quarter: \$ _____

Color cost per copy \$ _____

RAM Expansion: \$ _____

Hard Drive Expansion: \$ _____

3-Hole Punch: \$ _____

Stapling \$ _____

OTHER: _____